

Town of Henlopen Acres

104 Tidewaters
Henlopen Acres, DE 19971

302-227-6411
fax: 302-227-3978

RENTAL LICENSE APPLICATION – 2024

A permit is required for any property owner who rents their home.

APPLICATION FEE: \$125.00 payable to the Town of Henlopen Acres

Submit completed application and all fees by January 31, 2024

All FEES and requested information MUST be provided or rental license will not be issued.

Property Owner (as per Deed): _____
(e.g., Individual(s), Corp, LLC, Partnership)

If owner other than an individual, list primary representatives' names and addresses (attach if necessary):

Primary Owner Contact: _____

Primary Owner Address: _____ Block ____ Lot ____

Henlopen Acres Address: _____ Block ____ Lot ____

Primary Owner Email Address & Mobile #: _____

Maximum number of rental occupants (not to exceed 12): _____

Local Authorized Agent who will arrive at the property 24/7 within one hour of notification to address any significant property or rental tenant related matters:

Name: _____ Mobile #: _____

Agent's Address: _____

Rental property listed by (check all that apply): Owner: _____ Realtor: _____ Online: _____

Name and telephone numbers of realtor and your rental agent:

List all websites and web pages where property is listed or advertised:

Primary Owner and Realtor email addresses to which Town notices regarding rentals should be sent:

Trash Company: _____

Any license issued is valid only for calendar year 2024. Please initial each of the following conditions of this license to acknowledge understanding, acceptance, and compliance:

___ A copy of the Rental License, the rental rules and regulations for the Town and the Block W beach, will be prominently posted in the property along with the address of the rental property, the maximum number of occupants, the number and location of any parking spaces available, and contact information for their 24/7 local authorized agent.

___ All advertising for the property will conform to all conditions of this license; Chapter 95 of the Town Code; and the rental rules and regulations for the Town and the Block W beach as attached hereto. All rental advertising must include the statement "Rental agreement is subject to Town of Henlopen Acres Rental Rules and Regulations, maximum occupancy 12."

___ The Rental Rules and Regulations for the Town and the Block W beach will be 1) included in each Owners listing agreement with realtors; 2) attached to each rental agreement; and 3) distributed to all rental tenants during check-in.

___ Rental agreements must include the statement that "Any violations to the Town of Henlopen Acres Rental Rules and Regulations can result in immediate termination of the rental agreement". Each rental agreement must also include 1) a list of all occupants; 2) rental price and gross receipts calculation; 3) vehicle descriptions and license plate numbers; and 4) a copy of the Rental Rules and Regulations for the Town of Henlopen Acres and Block W beach.

___ At least three (3) business days prior to the start of any rental period the Owner, or its realtor or agent, will provide the Town a fully executed copy of each rental agreement with a copy of the Rental Rules and Regulations for the Town and the Block W beach signed by the rental tenant.

___ Owners must have identified a Local Authorized Agent who will arrive at the property 24/7 within one hour of notification to address any significant property or rental tenant related matters.

___ Owners are responsible for all rental tenants' adherence to the Town and Block W beach rules and regulations whether contracted directly, through a realtor, or an online booking service.

___ Owners are responsible for payment within ten (10) days of any Town fines incurred by their rental tenants. Owners may subsequently elect to recover those costs from their tenants' security deposit.

___ The maximum number of rental tenants in the property is 12 and is in compliance with Housing Codes of Sussex County and the State of Delaware. Available sleeping arrangements in the rental property shall not accommodate more than 12 occupants and the use of inflatable mattresses is prohibited.

___ Rentals to groups of two (2) or more persons who are not married, related, or otherwise living together as a social unit or maintaining a common household are prohibited.

___ The minimum rental period is one week, defined as seven consecutive days, and no subletting is permitted.

___ Eight rental periods are permitted during the calendar year with up to six of those periods occurring during the period May 15 to September 15.

___ The rental unit must have the minimum number of functioning smoke detection and carbon monoxide detection devices in accordance with National Fire Protection Association (NFPA) requirements. Rental unit must also comply with all standards required in Chapter 91 of the Town Code - Building and Property Maintenance.

___ Owner acknowledges that all taxes, assessments, fines, fees and charges due to the town have been paid.

___ All rentals (whether contracted by realtor, online service, or owner) are subject to a 6.5% Gross Receipts Rental Tax

___ The Town reserves the right to inspect the property upon 24-hour notice to ensure its conformance with Town rules and regulations, and the terms and conditions of this license.

___ Pool Safety Self-Assessment has been completed (if applicable) – See Form attached

___ Non-compliance with any term of this license may result in fines and other penalties up to, and including, suspension or forfeiture of this license, and the inability to apply for a rental license in following years.

Owner accepts the terms and conditions of the rental license and acknowledges that all of the information on this application is true and correct. False information will result in the application being denied and revocation of license. Owner agrees to comply with all conditions on this application and any attachments.

Property Owner (please print)

Date

Signature