

Rental Property Registration & Inspection Procedures



The Mayor & Council of Middletown
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- Please read all rental registration information. All rental registration paperwork must be filled out and up-to-date. The owner & authorized agent are responsible to update the Town in writing if any changes are made to the rental information provided. Rental properties must be re-registered every three (3) years from date of approval with the Town. The Owner's Rental Property Registration Forms (2 Pages); Rental Property Registration Form (1 Page); Owners Utility Billing Verification of Address Form /Authorized Agent Change of Services Request (1 Page) paperwork must be filled out and up-to-date before scheduling an inspection.

1. Owner's Rental Property Registration Forms:

- a. Owner's Rental Property Registration forms must list owner(s) of record information on the forms (Per deed information). If multiple owners, complete information must be provided on each owner and recorded separately on the form. Each person must have the information signed and dated below their separated information. Must print legibly (Use additional ORPR forms if needed). Do not use the rental property address as a physical home address.
- b. If the property is in a business / entity name it would be listed under bus. / entity name on the form, and the form must also have the business / entity owner's (person) legal name listed as well.
- c. If owner is using an authorized agent (property maintenance company) or authorized person, that person shall fill out the authorized agent information completely, and sign and date.
- d. If the owner(s) is managing the property themselves, they will complete the authorized agent information. If multiple owners, list only one owner (person) to contact as authorized agent.
- e. Owner must list all owned rental properties located in the incorporated Town of Middletown, including the one being registered. Owner must sign, print and date at the bottom of the form as well. If owner has more than four rental units, use the (Town) additional rental property address form to list all rental properties.
- f. Property owners who own two (2) or more rental units in the incorporated Town of Middletown, must obtain and retain a Town of Middletown business license.

2. Rental Property Registration Form:

- a. Form must have all information filled out with owner and authorized agent name. If no management company or authorized person is listed, the owner is the authorized agent, and they must list their contact information.
- b. If parcel has multiple rental units, each individual rental unit on the parcel must have a separate form completed for each rental unit.
- c. Forms must have all information about the rental unit filled out. (Y/N Basement - %; Live in Attic - % etc.)
- d. Forms must have owner's signature, name printed and dated.

3. Owners Utility Billing Verification of Address Form /Authorized Agent Change of Services Request

- a. Each registration (all separate rental units) must have a completed form with all owners' forwarding billing information. Water and sewer utility bills will not be sent to the tenant or to the rental property address.
 - b. Property Management Companies may have utility bills sent to them with this completed & approved form. Owner must sign at the bottom to acknowledge utility billing will be sent to the designated representative.
 - c. The owner, or the authorized agent designated on the form, shall receive the utility bills. The utility bill can be mailed, or e-mailed to whom is designated on the form (to only one person and one option)
 - d. Electric & trash billing can be put into the tenant's name with a passed rental inspection, and approved by the Town's billing department.
- It is the owner's responsibility (or authorized agent on record with the Town billing dept.) to contact the billing department and have all past due bills, fees, and assessments incurred in their name at the rental property address paid before each rental inspection(s) is scheduled. If the owner owns multiple rental units, or any additional accounts in their name, they must be paid before the rental inspection(s) is scheduled. (Clean Hands Ordinance 14-11-01)

- Rental inspections are **required** at each change of tenant(s). All inspections are to be made with the rental unit vacant (empty) and cleaned. The Town's rental inspection checklist shall be followed in preparing the unit before an inspection is scheduled.
- Rental inspections are to be called in, and confirmed by 2:30 p.m., to possibly be eligible for the following day's inspection schedule. (This is not a guarantee; all attempts will be made to schedule the inspection for the time requested.)
- For all scheduled rental inspections, there shall be a 15-minute window before, and after, the scheduled time, to allow for the inspector's arrival.
- The owner, authorized agent / (person), or authorized individual of record **must** be present at the time of inspection. (Contractors or potential tenants are not permitted to be in the property at the time of inspection. If they are, the inspection will not be conducted, and it will be failed at that time.) This would count as the first inspection. The property owner or representative is responsible for providing access to all meters, HVAC units, water heater, or any other appliance that may not be easily accessible for inspection.
- All utility services for the unit (electric, gas, and water) must be turned on and operational prior to the time of scheduled inspection.
- If all utilities, hot water, or mechanicals are not turned on and properly operating at the time of scheduled inspection, the inspection shall fail and will be terminated at that time. It will be counted as the first inspection.
- The rental inspection fee is \$50 for the first inspection, and it shall be billed to the owner or authorized agent who has been approved, and is on file with the Town billing department. There is one (1) re-inspection at no charge. Any subsequent re-inspections will be charged a new inspection fee for each inspection until a passed rental inspection has been obtained.
- Rental inspections are good for six (6) months from the date of the passed inspection, provided the unit has been vacant and has not been altered in any way within this time. After six (6) months from the date of the passed inspection, the Town will require a new inspection to be completed.
- New rental units that have been issued a Certificate of Occupancy from the Licensing and Inspections Department for newly-constructed building(s) or a newly-renovated units(s) shall be exempt from the required rental inspection for six (6) months from date of issuance of C of O, providing the rental unit has been vacant and has not been altered in any way within this time. The property must still be properly registered. It is the property owner's and /or authorized agent's responsibility to make sure all rental units comply with the Town of Middletown rental inspection policies, procedures, and checklist.
After six (6) months of the Certificate of Occupancy being issued, and the unit has been vacant and has not been altered in any way, the Town will require a passed rental inspection before a tenant can occupy the unit.
- It is the responsibility of the owner and/or authorized agent to provide the tenants or lessee with a copy of the Delaware Landlord Tenant Code. (Current version from the Office of the State of Delaware Attorney General)
- Property owners who own two or more rental units located in the incorporated Town of Middletown, must obtain, and retain a Town of Middletown business license.
- Any Authorized agent to perform rental services located in the incorporated Town of Middletown, must obtain, and retain a Town of Middletown business license.
- Any contractor(s) being used for any services in the incorporated Town of Middletown, must have a Town of Middletown business license.

- **Town of Middletown Billing Department information:**
 - a. The rental property must have a current passed housing code inspection request and report (rental inspection) on file with the Town of Middletown License and Inspection Department.
 - b. Tenants will need to bring in a valid photo I.D, and a copy of the signed current lease with all tenants' name(s) on it for proper verification.
 - c. Tenants will need to pay a \$300 meter deposit for electric & trash utility to be transferred into their name.
 - d. An owner's utility billing verification of address form – authorized agent change of service request must be submitted to the Town for the billing department to change billing contact information. Bills will be sent to the owner or property management authorized agent approved, and on record with the billing department. The owner & authorized Agent are responsible to update the Town, in writing, if any changes are made to the rental information provided. Rental properties must be re-registered every three (3) years from date of approval with the Town.
- The Town of Middletown Licensing and Inspections Department, and/or the Town Billing Department reserve the right to change or amend these policies and procedures at their discretion.

If you have any billing questions, you may call 302-378-2711 and ask for the billing department. Authorized agents who want the utility billing services to be switched into their name must complete and submit an owner's utility billing verification of address form – authorized agent change of service request, must be e-mailed to rentals@middletown.delaware.gov, along with the rest of the registration paperwork or re-registration paperwork.

- The water and sewer utilities are the responsibility of the property owner, and this bill **will not** be sent to the tenant or the rental property address. The owner, or possibly the authorized agent, is responsible for the monthly payment of this bill, providing an owner's utility billing verification of address form – authorized agent change of service request has been submitted to authorize the agent to make payment on the account.
- Rental units must comply with, and continue to comply with, all ordinances and codes of The Town of Middletown, including, but not limited to: Chapter 120 Residential Rental Property Code; Chapter 119 Property Maintenance Code; Town of Middletown Zoning Code; The Delaware State Housing Code, and all other applicable currently adopted codes of the Town of Middletown.

The Town of Middletown License and Inspection Department reserves the right to make changes or corrections to this form at its discretion.

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