



# Town of South Bethany 2024

402 Evergreen Road  
South Bethany, DE 19930  
Fax: 302-539-7576  
southbethany.delaware.gov

## APPLICATION FOR RENTAL LICENSE OR NON-RENTAL DECLARATION

- A. The owner of record or their designated agent(s) must **sign and submit no later than April 15, 2024.**
- B. Complete Section (A) if you are NOT renting your property.
- C. Complete Section (B) if you will lease or rent your property, submit with the non-refundable **\$180 application fee** made payable to: Town of South Bethany.
- D. The Town shall deny the issuance of a rental license until the monetary obligation is satisfied for any delinquent rental tax, property tax, penalties, or other financial obligation due the Town.
- E. Penalties for renting without a license will be assessed for each day of violation as per Town Code, Chapter 84-14.
- F. All rental properties are subject to an 8% gross rental tax due by **October 31, 2024.**

### **Section (A)** Complete if you do **NOT** Rent your property – NON-RENTAL DECLARATION

\_\_\_\_\_ I do **not** rent my property \_\_\_\_\_  
**South Bethany address – please print**

\_\_\_\_\_ Please check if you rented your property last year but are not renting this year.

### **Section (B)** Complete if you **DO** Rent your property, and submit with the **\$180** Non-refundable application fee. Please check all that apply – more than one may apply to your rental property.

**South Bethany address – please print** \_\_\_\_\_

\_\_\_\_\_ I rent my property on my own

\_\_\_\_\_ I rent my property using OTHER sources (online/website, rental/realtor)

Name of Online Source/Website/URL(s) \_\_\_\_\_ Owner Listing Number: \_\_\_\_\_

Name of Rental Company or Realtor(s) \_\_\_\_\_

All prior year gross rental taxes have been paid: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Not Applicable

YOUR MAILING ADDRESS \_\_\_\_\_

***I HEREBY STATE UNDER PENALTY OF PERJURY, THAT ALL ANSWERS ON THIS FORM ARE TRUE AND CORRECT.***

DATE: \_\_\_\_\_ PRINT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
PROPERTY OWNER

- Complete this form and either mail it to Town Hall; or scan and email it to [administrator@southbethany.org](mailto:administrator@southbethany.org); or fax it to 302-539-7576.
- To pay for the rental license, submit this form and either mail a check (payable to: Town of South Bethany) to 402 Evergreen Road, South Bethany, DE, 19930; or come to Town Hall during business hours to make payment (cash, credit card, check).
- **THIS FORM MUST BE COMPLETED & SUBMITTED TO TOWN PRIOR TO PURCHASING PARKING PERMITS.** Once submitted, you may purchase parking permits after Jan. 22, 2024, by going to our website: [www.southbethany.delaware.gov](http://www.southbethany.delaware.gov) and click on the tab: ONLINE PAYMENTS.
- PER TOWN CODE § 94-7.1, DENIAL OF (PARKING) PERMITS, PARKING PERMITS WILL BE WITHHELD IF YOUR PROPERTY HAS ANY PRIOR-YEAR OUTSTANDING RENTAL TAX/LICENSE FEES AND/OR PROPERTY TAX FEES; OR IF YOU HAVE NOT SUBMITTED THIS FORM. IF YOU RENTED YOUR PROPERTY THIS PAST YEAR (2023), BUT DID NOT SUBMIT A RENTAL TAX FORM (DUE OCT. 31, 2023), YOU WILL NOT BE PERMITTED TO PURCHASE PARKING PERMITS FOR 2024 UNTIL YOU'VE DONE SO.