

Rental Property Registration/Inspection Information



The Mayor & Council of Middletown
19 West Green Street
Middletown, DE 19709-1315
Phone: 302-378-1171
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www.middletown.delaware.gov
rentals@middletown.delaware.gov

RE: RENTAL PROPERTY REGISTRATION

The Town of Middletown has revised all of the existing rental property registration, and inspection documents. All properties utilized as rental properties located in the Incorporated Town of Middletown **must** be registered with the Town Licensing and Inspection Department. There are **no fees** for the registration process.

Enclosed please find a copy of the following:

1. Rental Property Ordinance (Chapter 120)
2. Owner's Rental Property Registration Forms
3. Rental Property Registration Form
4. Owner's Utility Billing Verification of Address Form / Authorized Agent Change of Services Request
5. Rental Property Registration & Inspections Procedures
6. Rental Property Inspection Checklist
7. Clean Hands Ordinance (14-11-01)

The above information can be found on the Town website: www.middletown.delaware.gov; and it can be reproduced. The following forms must be completed in their entirety and returned to properly register the property. The **Owner's Rental Property Registration Forms** (2 pages), the **Rental Property Registration Form** (1 page), & the **Owners Utility Billing Verification of Address Form /Authorized Agent Change of Services Request** (1 page). The documents can be returned to:

Town of Middletown
Inspection Department
19 W. Green Street
Middletown, DE 19709

Alternately the documents can be scanned and e-mailed to rentals@middletown.delaware.gov

Please allow 7 – 10 business days for registration processing. Registration may take longer if information submitted is in error or incomplete. Recently purchased homes may take up to 30 days for the registration process to be completed.

You **must** obtain a passed rental inspection before a tenant will be authorized to move into the property.

Should you have questions regarding the registration process, please feel free to contact the License & Inspection Department at 302-378-1171.

Thank you in advance for your cooperation in this matter.

Sincerely,

THE MAYOR AND COUNCIL OF MIDDLETOWN

Enclosures (7)

Rev. 12.20.23