TOWN OF ELSMERE
RENTAL PROPERTY
CHANGE IN TENANCY FORM

Date of New Occupancy _____

Tax Parcel Number _____ Rental License # _____

Property Address _____

Property Owner:

Name _____ Phone _____

Mailing Address _____

Mgmt Company: Contact _____ Phone _____

Tenant Information:

Tenant Name(s): _____

Home Phone _____ Business Phone _____

Total # of Occupants:_____ _____ Bedrooms: _____ Bathrooms: _____ Total Square Footage: _____
Adults Children

REQUIRED DOCUMENTS

The following information must accompany this form:

- A copy of the lease or agreement between the tenant and owner of each rental unit
- A copy of a signed document stating that the owner has provided the tenant with a Summary Document of the Delaware Landlord Tenant Code
- A copy of the registration and color of all vehicles that will be kept at the property
- Proof that a pest inspection has been performed within 15 days of the occupancy date within the unit to be occupied

Pre-Rental Inspections and Certificates of Occupancy are required prior to any change in tenant. No Pre-Rental Inspection will be scheduled until the above information has been provided to the Code Enforcement Department.

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I am aware that I am required to notify the Town of Elsmere should any changes to the above information occur. I further certify that I am aware that this is a license and that a Certificate of Occupancy is required prior to occupancy or any change in occupancy.

_____ _____

Owner's Signature Date