



City of Wilmington
Department of Licenses and Inspections
800 French Street
Wilmington, Delaware 19801
Phone: (302) 576-3030 Fax: (302) 571-4423

Vacant Property Registration Form

Entire form must be filled out completely and accurately to be accepted. Mail to Vacant Registrations, Department of Licenses & Inspections, 800 N French Street, Wilmington, DE 19801 or Fax to 302-658-2226

Date: _____

Vacant Property Address: _____

Owner's Name: _____

Owner's Daytime Phone: _____

Owner's Evening Phone: _____

Owner's Date of Birth: _____

Owner's Mailing Address (P.O. Boxes are not acceptable)*:

If owner is a corporation, please provide:

Name of Principal of the corporation: _____

Resident Agent's Name: _____

Resident Agent's Address:* _____

(Must be an individual who will accept service of process on behalf of the corporation. P. O. Boxes are not acceptable.)*

If an owner fails to return this registration form for all their vacant properties, to amend the registration statement, if applicable, or pay the registration fee, the City of Wilmington may institute criminal proceedings against the owner of the property. An owner is subject to a potential fine of \$500.00. In addition, the City of Wilmington may bring a civil action to collect any unpaid registration fees.

Please call Cynthia Ferguson at the Department of Licenses and Inspections regarding any questions you may have about the completion and/or submittal of this form at (302) 576-3096.

* If owner's mailing address has changed or changes within the next year or the property is sold to a new owner, under Wilmington City Code Chapter 4, §4-27, 125.0 et seq. the owner is responsible to update this information and must notify the Department of Licenses and Inspections within 30 days of a such a change.