



VACANT PROPERTY REGISTRATION FORM

The entire form must be filled out completely and accurately to be accepted. Mail to Vacant Registrations, Department of Licenses and Inspections, 800 N French Street, Wilmington, DE 19801 or email to vacantproperty@wilmingtonde.gov.

24-hour Emergency Contact#:			
VACANT PROPERTY ADDRESS			
Vacant Property Address:			
Type of Structure:	Single Family	Multi-family	Commercial
Parcel ID # (if known):			
PROPERTY OWNER(S) INFORMATION			
Owner #1 Information – if the owner is a corporation please fill out Section C			
Name:			
Date of Birth:			
Mailing Address*:			
City:	State:	Zip Code:	
Home #:	Mobile #:		
Email:			
Owner # 2 Information			
Name:			
Date of Birth:			
Mailing Address*:			
City:	State:	Zip Code:	
Home #:	Mobile #:		
Email:			
Name of Other Person(s) Authorized to be Present on the Property			
Name:	Phone #:		
Name:	Phone #:		
Name:	Phone #:		
Name:	Phone #:		

PO Boxes are not acceptable for mailing addresses



SECTION C. PROPERTY OWNER IS A CORPORATION	
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. PO Boxes are not acceptable.

Owner/Agent's Signature: _____

Date: _____

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 fees, 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 unpaid registration fees. Please contact the Vacant Administrator 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 or vacantproperty@wilmingtonde.gov.

*If the 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, 120.0 et seq. the owner is responsible to update this information and must notify the Department of Licenses and Inspections within 30 days of such change.