



**CODE ENFORCEMENT DIVISION**  
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711  
302.366.7000 · Fax 302.366.7098 · www.cityofnewarkde.us

**Request to Discontinue Rental Housing License**

Address to be removed: \_\_\_\_\_  
License Number: \_\_\_\_\_  
Number of units: \_\_\_\_\_

Owner Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Property Manager (if applicable)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

This request removes the above listed address as a registered rental property with the City of Newark effectively immediately. Further rental of this unit without a new rental permit being applied for and approved is strictly prohibited. Anyone renting a property without the proper licenses will be in violation of the City of Newark Municipal Code and will be prosecuted to the fullest extent of the law.

I hereby certify that I am the property owner of the above noted property and will be discontinuing the rental permit effective immediately. I further understand that this property may not be rented unless a new rental permit is applied for and granted by the City of Newark in accordance with the applicable regulations in effect at the time of application.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
For office use only

Date request received: \_\_\_\_\_