When requesting a Mobile Home Certification Letter through a private sale, please do the following:

1. Make sure that the home is in Kent County, Delaware.

2. Make sure the taxes are paid. If they are not, payment must be made before we can issue the letter. If taxes are paid in cash, we can issue the letter the same day. However, if taxes are paid by check or with credit card, there will be a 5-business day wait for the payment to clear.

3. Complete the enclosed application where it has * in front of each item.

4. You must come to the Complex in person with the ORIGINAL TITLE, completed application, and the TWENTY DOLLAR CASH FEE.

5. If the mobile home is being moved, we must have the exact location of where the home was and where it is being placed. There must be a placement permit issued before we can make any changes to the account.

6. Our letters expire on May 31st of each year. Please allow enough time to receive the letter and submit your paperwork to DMV before May 31st.

When requesting a Mobile Home Certification Letter through a Park Manager, Attorney, or a Title Company, please do the following:

1. Make sure that the home is in Kent County, Delaware.

2. Make sure that the taxes are paid. If taxes are not, payment must be made before we can issue the letter.

3. Complete the enclosed application where it has * in front of each item.

4. If you are requesting the letter in person, you will need the completed application, the title, payment for any taxes owed, and the $20 fee.

5. If you are requesting the letter from us remotely, you will need to send a self-addressed, postage paid envelope, the completed application, a copy of the front and back of the title, and the payment. We will...
mail it back to you when it is complete. If you are picking up the letter in person you may email or fax us the application and front and back of the title and we will call you when the letter is ready for pickup.

6. Send a company check or money order for taxes owed and a separate check or money order for the $20.00 fee for each letter, payable to Kent County Tax Office.

7. If the mobile home is being moved, we must have the exact location of where the home was and where it is being placed. There must be a placement permit issued before we can make any changes to the account.

8. Our letters expire on May 31st of each year. Please allow enough time to receive the letter and submit your paperwork to DMV before May 31st.

Should you have any questions, please call:

Samantha (302)744-2340
Loretta (302)744-2333
Angie (302)744-2336
Amy (302)744-2332
Or fax to (302)736-2088
Email to taxoffice@kentcountyde.gov
Mobile Home Certification Letter Application

*Picked Up By: NAME OF PERSON PICKING UP LETTER ________________________________________________
*Date: ___________________ DATE OF PICK-UP ________________
*Phone Number: PHONE # OF PERSON PICKING UP LETTER __________________ Account Number __________________

Titled Name _____________________________________________________________

Address _______________________________________________________________

Make _____________________________ Year _____________ Size _____________________________

Serial No. _____________________________ Registration No. _____________________________

*New Owners Name NEW NAMES TO APPEAR ON TITLE __________________________________________________________________________

*Address COMPLETE MAILING ADDRESS FOR NEW BILL (STREET, TOWN, STATE, & ZIP) __________________________________________________________________________

*SSN/EIN NEW OWNER SSN #/EIN # *License No. NEW OWNER LICENSE # *Phone No. NEW OWNER PHONE ___________________________

*SSN NEW OWNER SSN# *License No. NEW OWNER LICENSE# *Phone No. NEW OWNER PHONE ___________________________

*Mobile Home Staying at Same Address? Yes ☐ No ☐

*If No, New Location IF NO – PLEASE GIVE COMPLETE NEW LOCATION __________________________________________________________________________

Old Map Number _____________________________

New Map Number _____________________________

Miscellaneous Information:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

This Form Prepared By

* PRINTED NAME OF PERSON COMPLETING FORM SIGNATURE OF PERSON COMPLETING FORM Date DATE OF SIGNATURE

Print Name _____________________________

Signature _____________________________

Date _____________________________

DATE OF SIGNATURE _____________________________

This Form Prepared By

* PRINTED NAME OF PERSON COMPLETING FORM SIGNATURE OF PERSON COMPLETING FORM Date DATE OF SIGNATURE

Print Name _____________________________

Signature _____________________________

Date _____________________________

DATE OF SIGNATURE _____________________________
If you are replacing and/or moving this manufactured home, you will need to obtain a removal and/or replacement permit.

Kent County Tax Office

Mobile Home Certification Letter Application

*Picked Up By: ____________________________ *Date: ______________________

*Phone Number: __________________________ Account Number ______________________

Titled Name ________________________________________________________________

Address __________________________________________________________________________

Make __________________ Year __________________ Size _________________________

Serial No. __________________ Registration No. ______________________

*New Owners Name _____________________________________________________________

*Address ______________________________________________________________________

*SSN/EIN __________________ *License No. __________________ *Phone No. ____________

*SSN __________________ *License No. __________________ *Phone No. ____________

*Mobile Home Staying at Same Address? Yes ☐ No ☐

*If No, New Location ____________________________________________________________

Old Map Number ______________________________________________________________

New Map Number ______________________________________________________________

Miscellaneous Information:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

This Form Prepared By

*________________________________________ Date __________________________

Print Name __________________ Signature

*________________________________________ Date __________________________

Print Name __________________ Signature
If you are replacing and/or moving this manufactured home, you will need to obtain a removal and/or replacement permit.