



Kent County  
Department of Planning Services  
Division of Planning

SARAH E. KEIFER, AICP  
Director of Planning Services

MARY ELLEN GRAY, AICP  
Division Head

Phone: 302/744-2471  
FAX: 302/736-2128

WAITING LIST REFERRAL FORM

Fill out and return to the Department as soon as possible. Please print.

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Name(s) on Deed: \_\_\_\_\_

Address: \_\_\_\_\_

Town limits or housing development: \_\_\_\_\_

Phone No: ( ) \_\_\_\_\_ Cell Phone/emergency No. ( ) \_\_\_\_\_

Type of Home:  Site built

Modular/Manufactured

Own lot  Rent lot

Age of Home: \_\_\_\_\_

Is the home insured?  Yes  No

Do you owe any County Taxes?

Yes  No

*\*\*Current county code prohibits any building permits to be issued for a property with unpaid county taxes. Therefore, the department will be unable to perform any work on your home until taxes are paid in full*

Number of people in household: \_\_\_\_\_

Total gross household income from all sources per year \$ \_\_\_\_\_

**Repairs needed.** Please check all applicable boxes.

- Windows  Bathroom  Doors  Electrical  Water/Sewer Hookup  
 Siding  Kitchen  Floors  Heat  Handicap Accessibility  
 Roof  Living Room  Other

**Disclosure Statement** \*\*If any of the above contact information changes, you are responsible for calling Kent County Housing & Community Development to update your record. If we are unable to contact you when your name comes up, we will not guarantee your spot on the waiting list.