



***Kent County Tax Office
555 Bay Road
Dover, DE 19901***

When requesting a manufactured home certification letter, please do the following:

1. Make sure the mobile home is in Kent County, Delaware.
2. Send a clear copy of the title, front and back.
3. Send a company check (for Attorney's or Mortgage/Title Companies ONLY) 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.
4. If paying in person payment must be in cash.
5. Send a self-addressed, postage paid envelope, or if you are going to pick up the letter, you can fax the title and form to us, and the letter will be ready for you to pick up.
6. Complete the enclosed form everywhere it has ** in front of each item needed. Make sure your phone number is on the form in case we need to contact you.
7. If the manufactured home is in a park, please provide the name of the park and the lot number the home is on.
8. If the manufactured home is being moved, we must have the exact location of where the home was and where it is going, and there must be a placement permit issued before we can make any changes to the account.
9. Our letters expire on May 31st of each year. Make sure you allow enough time to receive the letter and get your paperwork to the Motor Vehicle Department before May 31st.
10. Should you have any questions, please call:
Holly - 302-744-2333
Gina - 302-744-2340
Tina - 302-744-2341
or fax to - 302-736-2088

INSTRUCTIONS

KENT COUNTY TAX OFFICE

** Picket Up By NAME OF PERSON PICKING UP LETTER ** Date DATE OF PICK UP

Name on Record June 1 _____ ** Phone # PHONE # OF SELLER

Reference No _____ Account No _____ ** Lot # THE LOT NUMBER

** Titled Name NAME THAT APPEARS ON THE FACE OF THE TITLE RIGHT NOW

** Address COMPLETE ADDRESS THAT APPEARS ON THE FACE OF THE TITLE RIGHT NOW (street, town, state & zip)

**Make MANUFACTURER & YEAR ON TITLE **Year MANUFACTURER & YEAR ON TITLE **Size _____

** Serial No VEHICLE IDENTIFICATION NUMBER ** Registration No TITLE, TAG AND REGISTRATION

**New Owners Name NEW NAME TO APPEAR ON NEW TITLE ** SSN NEW OWNER

** Address COMPLETE MAILING ADDRESS FOR NEW BILL (Street, town, state & zip) ** Phone NEW OWNER #

** Staying At Same Location MOBILE HOME STAYING ON PROPERTY – YES OR NO ** Driver's Lic # New owner

** New Location IF NO – PLEASE GIVE NEW LOCATION AND PLACEMENT PERMIT NUMBER

Old Owners Address _____

Miscellaneous Information OLD MAP #

NEW MAP #

**This Form Prepared By SIGNATURE OF PERSON FILLING OUT THIS FORM ** Date DATE OF SIGNATURE

If you are replacing this manufactured home with another manufactured home you will need to obtain a placement permit.

If you are moving this manufactured home to another location you will need to obtain a removal permit for the present location and a placement permit for the new location.

KENT COUNTY TAX OFFICE

** Picket Up By _____ ** Date _____

Name on Record June 1 _____ ** Phone # _____

Reference No _____ Account No _____ ** Lot # _____

** Titled Name _____

** Address _____

**Make _____ **Year _____ **Size _____

** Serial No _____ ** Registration No _____

**New Owners Name _____ ** SSN _____

** Address _____ ** Phone _____

** Staying At Same Location _____ ** Driver's Lic # _____

** New Location _____

Old Owners Address _____

Miscellaneous Information _____ OLD MAP # _____

NEW MAP # _____

**This Form Prepared By _____ ** Date _____

If you are replacing this manufactured home with another manufactured home you will need to obtain a placement permit.
If you are moving this manufactured home to another location you will need to obtain a removal permit for the present location and a placement permit for the new location.