

Kent



County

Department of Planning Services
Division of Inspection & Enforcement

Sarah Keifer, AICP
Director

555 Bay Road
Dover, DE 19901
Phone: 302-744-2452
Fax: 302-736-2123
www.co.kent.de.us

APPLICATION FOR INSPECTION OF MANUFACTURED HOME TO RETIRE THE TITLE

I/We hereby request a permit necessary to retire the title to my (our) manufactured home, identified below. I acknowledge that the retirement of my manufactured home title is a function of the Department of Motor Vehicles (DMV). I hereby request that the Kent County Office of Inspections and Enforcement inspect the home as precondition of DMV action retire my manufactured home title. (See attached requirements)

In support of this request I/We certify that

1. I am the record owner of the manufactured home and
 - A. I am the record owner of the land upon which the manufactured home rests, OR
 - B. I have a leasehold interest in the land upon which the manufactured home rests and
 - a. Such lease is recorded in the offices of the Kent County recorder or Deeds, and
 - b. The term of such lease not set to expire within thirty-five (35) years of this application.
2. I understand and acknowledge that my property rights may be impacted by my decision to retire the DMV Title to my manufactured home. Further, I have had the opportunity to seek the advice of counsel to consider the implications of retiring my title.
3. WAIVER OF LIABILITY: I hereby waive, forgive and release any and all claims I now have or may at the time assert against Kent County Levy Court, or any of its offices, Boards, Departments, employees or elected officials arising from or in any way connected with this application or the retirement of the title to my manufactured home.

911 Street Address where the manufactured home resides, City, State, Zip Code

Tax Parcel Identification number

Signature of manufactured home owner(s) – (Each owner must execute this application)

Date

Print Names

Date

KENT COUNTY INSPECTION REQUIREMENTS FOR TITLE RETIREMENTS

1. Home is anchored adequately to resist all imposed loads
2. The towing hitch and running gear have been removed (wheels & axles)
3. There is a permanent foundation type construction with properly enclosed crawl spaces
4. 911 address visible from the road

DIVISION OF MOTOR VEHICLES (DMV) DOCUMENTS REQUIRED

- ✓ Lien satisfied on home
- ✓ Title to the manufactured home
- ✓ Kent County Inspections and Enforcement Inspection Letter (obtained from Inspector/office)
- ✓ A Manufactured Home Tax letter may be requested. Can be obtained from the Kent County Receiver of Taxes Office (\$20.00 cash fee)

NOTE: If the lien on your title has not been satisfied and you are trying to refinance your home, the process of retiring your title should be followed through with your settling Attorney/refinance company at the time of settlement.

- ✓ Once DMV has retired the manufactured home title they will issue a Retirement Letter/grade "C" letter (manufactured home titles cannot be re-titled)

FINAL STEPS TO ENSURE THAT THE PROCESS IS COMPLETE

1. First you must always bring Retirement Letter/grade "C" letter to Kent County Board of Assessment Office.
2. Then if refinancing bring Retirement Letter/grade "C" letter to your settling Attorney/refinance company.

NOTE: If your mortgage company/refinance company requires you to have a Class "C" Assessment the record owner of the property must request this that at the time of bringing your Retirement Letter/grade "C" letter to the Kent County Board of Assessment Office.