



Susan Durham - Director of Finance
Mary Karol – Assistant Director of Finance

Tax Office

Kent County
Administrative Complex
555 Bay Road
Dover, DE 19901
(302) 744-2341
Fax: (302) 736-2088

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 paid 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

“Serving Kent County With Pride”

Kent



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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

"Serving Kent County With Pride"

Kent County Tax Office

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

* PRINTED NAME OF PERSON COMPLETING FORM _____ SIGNATURE OF PERSON COMPLETING FORM _____ **Date** DATE OF SIGNATURE _____
Print Name 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.