



**DEPARTMENT OF FINANCE
DIVISION OF TAX**

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 the 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.



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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

KENT COUNTY



LEVY COURT

555 Bay Rd Dover, DE 19901 &

(302) 744-2300 www.kentcountyde.gov

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Serving Kent County With Pride!
