

HOW TO RETIRE A MOBILE HOME TITLE IN KENT COUNTY

- 1.) **You must own the manufactured home and the property the home sits on.** If you do not own the property or have a 99 year lease agreement, you cannot retire the title.
- 2.) **Verification of taxes paid on mobile home** - You must come to the Kent County Tax Office and request a **Mobile Home Certification Letter**. All taxes must be paid **in full** to obtain this. All payments must be made in **cash** only. Inspections & Enforcement will not issue a permit without verification that all taxes have been paid on the property/home.
- 3.) **Must obtain a permit** – There is a fee involved. Contact Inspections & Enforcement (302)744-2445. Inspections & Enforcement will give you a check-list of what must be done before a manufactured home title can be retired. Once the check list is completed, **you must call Inspections & Enforcement to schedule an inspection**. Once all requirements are met and the inspection is complete, Inspections & Enforcement will issue a letter for you to take to the Division of Motor Vehicles.
- 4.) Take the **letter from Inspections & Enforcement**, the **Mobile Home Certification Letter** and **the mobile home title** to the Division of Motor Vehicles. (If you cannot locate the title and the manufactured home is registered **to you in Delaware**, the Division of Motor Vehicles should be able to assist you.)

Note: Steps 2 and 3 must be completed and you must have all paperwork before going to the Division of Motor Vehicles. Without all paperwork, Division of Motor Vehicles will not issue the Class C Letter.

- 5.) **Letter from the Division of Motor Vehicle** - Bring the Retirement/Class C letter to the Kent County Assessment Office. Please, **do not skip this step**. Your home will not show the retired status until this letter is received in the Assessment Office.

Kent County Assessment Office will change the records to show the “Retired Title Status” of the manufactured home. The process is now complete – your manufactured home is now listed as Class C Real Estate.

Some mortgage companies request that your home be listed as a “single family dwelling”. If you request this, your property will be taxed as if it were a stick built home. The County still maintains the information of the home being a manufactured home. Changing your manufactured home to a “single family dwelling” will result in property tax levies greater than the levies which would apply if it were assessed as a manufactured home with the title retired/class C letter. The retired title letter is the Class C letter.

All manufactured homes will still be listed on our system as manufactured homes with a title retired status unless the owner requests to be assessed as a “**single family dwelling**”. If you choose to be assessed as “**single family dwelling**” the form is available at the Kent County Assessment Office. Read the form carefully. Fill out and sign the form. Leave form with the Assessment office. The Assessment Office will re-assess the property and you will receive notice when completed.

Please be advised – the Division of Motor Vehicles issues the Class C letter. Once that letter is issued from the Division of Motor Vehicle your Manufactured home will no longer be considered personal property but will be considered Real Estate.

PLEASE NOTE: ALL FORMS MUST BE SIGNED and WE MUST HAVE THE ORIGINAL DOCUMENT.