Request for Mobile Home Retirement Letter or Class C Letter

NEW CASTLE COUNTY

DEPARTMENT OF LAND USE
87 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5400 • WWW.NCCDELU.ORG

EST. 2/18/2009

This form provides the requirements necessary to obtain a Class C Letter to retire the title of a manufactured or modular home with the Delaware Division of Motor Vehicle and make the home permanent property.

After obtaining a Single Family Dwelling permit and the Certificate of Occupancy had been issued, a request may be submitted to the Department of Land Use for a Class C letter. Please provide the following items in writing with your request:

- ❑ **Address and Parcel Number of Property**
- ❑ **Year and Make/Model of the Home**
- ❑ **Serial Number**
- ❑ **Name, Address and Telephone of Request Applicant**

The Class C letter will be issued within ten (10) business days and forwarded to the applicant.

FEES: Class C Letter Fee – $50 per dwelling