



NEW CASTLE COUNTY

Request for Mobile Home Retirement Letter (Class C Letter)

DEPARTMENT OF LAND USE
87 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5400 • WWW.NEWCASTLEDE.GOV/LU

REV. 11/3/2022

This form provides the requirements necessary to obtain a Class C Letter to retire the title of a manufactured home with the Delaware Division of Motor Vehicles (DMV).

A request may be submitted for a Class C Letter once a Certificate of Occupancy has been issued for the Single Family Dwelling permit. The following information must be included in your request:

- Address and parcel # of the property**
- Year, make, model, and serial # of the home**
- Name, address, and phone # of the requester**
- \$50 Class C Letter Fee** - Emailed requests will receive a link to pay online, mailed requests must include payment

Email the Request and a copy of the Certificate of Occupancy to permits@newcastlede.gov or mail to the Department of Land Use (address above).