

LANDLORD CHECKLIST FOR DEMOLITION BENEFITS

COMMUNITY: _____ LOT NUMBER: _____

1. Landlord application signed and dated, to include Home Description Form? _____
2. Confirmation of payment assessments by landlord? _____
3. Mover proposal for demolition received and complete in all respects (date, amount, etc.)? _____
4. Date landlord application Ratified by Board _____?
5. After ratified, letter sent to landlord that demolition benefits have been approved? _____
6. Landlord sent proof that the home was demolished? _____
7. Compliance Investigator verified that home has been demolished? _____
8. Verify that the landlord has surrendered original title to DMV and the County Tax Office.
The Landlord retains this documentation (tenant will be responsible to pay taxes until the above is taken care of). _____
9. Letter sent to C. Hambleton to issue benefit check to landlord _____.
10. Check give to landlord _____.
11. Individual County Tax/Assessment Procedures with regard to demolition of a mobile home. _____

When a mobile home is to be demolished, the community owner is responsible to complete the following procedures so a mobile homeowner will not be held accountable for further taxes.

The following procedures must be accomplished prior to being reimbursed for demolition expenses.

Kent County – Finance Department – 302-744-2386 – When a mobile home is to be demolished a permit must be obtained, and when the permit is obtained the tax office and assessment offices are notified that the mobile home is no longer there.

New Castle County – Assessment Office – 302-395-5520

1. Demolition Permit is obtained.
2. Demolition takes place.
3. Inspector goes to property to verify/assess the mobile home is gone.
4. Then it is processed to the Assessment Department and the Assessment Department makes one more verification and the assessment is changed.

Sussex County – Assessment Manager – 302-855-7824

1. Community owner notifies the Sussex Assessment Office and asks for a field check that a mobile home has been removed.
2. A field check is made, then the mobile home is removed from the Assessment Office records.

Updated: August 2021

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