

**LANDLORD CHECKLIST GOING THROUGH CHANGE IN USE**

**SEE DELAWARE GOVERNING LAW § 7024**

COMMUNITY: \_\_\_\_\_

1. Provide all tenants with at least a 1-year termination or nonrenewal notice, which informs tenants of intended change of use and their need to secure another location for their manufactured home. \_\_\_\_\_
2. Give notice required by this section in writing. All notices need to be posted on the affected tenant's manufactured home and sent to the affected tenant by certified mail, return receipt requested, addressed to the tenant at an address specified in the rental agreement or at the tenant's last known address, if an address not specified in the rental agreement. \_\_\_\_\_
3. A relocation plan (Plan) must be written in a straightforward and easily comprehensible manner and include the following:
  - a. The location, telephone number and contact person of other manufactured home communities within a 25-mile radius of the current community where the change of use is intended.
  - b. The location, telephone number, and contact person of housing for tenants with disabilities and for older tenants, within a 25-mile radius of the current community where the change of use is intended.
  - c. A listing of government and community agencies available to assist tenants With disabilities and older tenants.
  - d. Basic description of relocation and abandonment procedures and requirements.
  - e. A preliminary indication of whether a tenant's manufactured home can or cannot Be relocated.
  - f. A copy of this section of the code.
4. Submit the Plan to the DEMHRA at the same time the Plan is submitted to the affected tenants.
5. Update the Plan and distribute the updated Plan every three (3) months. If the landlord fails to provide a quarterly update to each tenant and to the Authority, the date of termination of the tenant's rental agreement will be extended by one (1) month for each omitted update.
6. During the relocation process observe and comply with federal, state, and local laws relating to older tenants and tenants with disabilities.

Updated: December 5, 2024

Shared/change in use/ 2025 landlord checklist