



Military Pre-deployment Checklist

Prepared by the Office of the City Manager
 City Hall
 P.O. Box 475
 Dover, DE 19903
 (302) 736-7005

The City of Dover is pleased to provide this checklist to our outstanding military men and women. We hope that by doing so, we can avoid placing any undue hardship on those who are serving our country. Please visit our Web site at www.cityofdover.com for valuable information that may be of interest to you during your deployment.



City Clerk – (302) 736-7008

	Applied for absentee ballot in order to vote on upcoming issues (council / mayoral elections, annexations, referendums, etc. if applicable)
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Customer Service – (302) 736-7035

	Gave notification that you are being deployed and made arrangements for utility payments. This will avoid electric and water shutoff for non-payment during your deployment period
	Made arrangements for someone to check your home during winter months to make sure your pipes don't freeze. Burst pipes could result in excessive water bills

Parks, Recreation - (736-7050) & Library - (736-7030)

	Returned all library materials
	Asked for a refund for any recreation program enrolled in before notification of deployment

Police

	Called (302) 736-7111 if you would like your house checked by police during your period of deployment
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Planning & Inspections - 736-7010, 736-7011

	Make sure vehicle is properly registered and stored in an approved location; notify Inspections of unregistered vehicle on property
	Make sure vehicles, boats, RVs and trailers are off the street and parked in approved location (call for latest guidelines)
	Made arrangements for maintenance of exterior property including lawn service and trash removal
	Made arrangements to have mobile home permit renewed (must be paid by July 1 of each year)
	Made arrangements to get a property rental license if you own property that you lease or rent (must be paid by January 1 of each year). Notify Inspections of the name of your point of contact for rental property while deployed
	Responded in writing to notifications of City public hearings in which you would like to have a voice

Tax Office – 736-7022

	Made arrangements for your property taxes to be paid (must be done by July 31 of each year)
	Notified a senior citizen for whom you are responsible that he / she may qualify for a senior citizen tax exemption (must be at least 60 years of age)
	Notified Tax Office of need to appeal property tax so arrangements can be made for a suitable date for appeal