



DARLINGTON COUNTY ASSESSOR'S OFFICE

1 Public Square, Room 309 • Darlington, South Carolina 29532 • Phone: 843.398.4180 • Fax: 843.398.4002

DATE: _____

TAX MAP # _____

RE: _____

TO WHOM IT MAY CONCERN:

THIS LETTER IS BEING MAILED TO YOU TO COME IN AND REGISTER THE MOBILE HOME THAT YOU HAVE PURCHASED, CHANGING OWNERSHIP AND/OR INHERITED. THE REGISTRATION WILL FIRST START WITH THE ASSESSOR'S OFFICE IN ROOM #309 ON THE 3RD FLOOR OF THE DARLINGTON COUNTY COURTHOUSE. YOU WILL FIND ATTACHED SHEETS THAT WILL HELP AND GUIDE YOU THROUGH THIS PROCESS. PLEASE BRING ALL NECESSARY DOCUMENTS PERTAINING TO THE LIST PROVIDED. THIS IS REQUIRED BY S.C. CODE OF LAWS 31-17-320 WHICH STATES ALL MANUFACTURED MOBILES ARE TO REGISTERED WITH THE COUNTY ASSESSOR'S OFFICE WITHIN 15 DAYS OR MOVING TO A NEW LOCATION AND/OR CHANGING OWNERSHIP.

IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE FEEL FREE TO CONTACT US MONDAY-FRIDAY FROM 8:30 A.M. – 5:00 P.M. @ (843) 398-4180.

SINCERELY,

ASSESSMENT CLERK
DARLINGTON COUNTY

AS OF 05/14/2021

A. MOBILE HOME IN THE COUNTY BOUGHT FROM DEALER:

1. FORM 500
2. PERMIT TO CONSTRUCT FOR SEPTIC TANK FROM DHEC (IF NEW)
3. PROPERTY REVIEW CHECKLIST
4. DECAL FEE \$10.00 – (ASSESSOR'S OFFICE)
5. INSPECTION FEE \$120.00 – (CODES ENFORCEMENT)

B. MOBILE HOME TITLE CHANGING OWNERS NOT MOVING:

1. TITLE
2. PERMIT TO CONSTRUCT FOR SEPTIC TANK FROM DHEC (IF NEW)
3. PROPERTY REVIEW CHECKLIST
4. PAID TAX RECEIPT FOR CURRENT TAXES
5. DECAL FEE \$10.00 – (ASSESSOR'S OFFICE)

C. MOBILE HOME MOVING WITHIN THE COUNTY:

1. TITLE
2. PERMIT TO CONSTRUCT FOR SEPTIC TANK FROM DHEC (IF NEW)
3. PROPERTY REVIEW CHECKLIST
4. PAID TAX RECEIPT FOR CURRENT TAXES
5. FUTURE LOCATION & MOVER'S NAME
6. MOVING PERMIT \$25.00 – (ASSESSOR'S OFFICE)
7. DECAL \$10.00 – (ASSESSOR'S OFFICE)
8. INSPECTION \$120.00 – (CODES ENFORCEMENT)

******OWNER MUST COME IN & GET MOVING PERMIT******

D. MOBILE HOME MOVING OUT OF THE COUNTY:

1. TITLE
2. FUTURE LOCATION & MOVER'S NAME
3. PAY CURRENT & ADVANCE TAXES TO CLEAR OUT OF COUNTY
4. MOVING PERMIT \$25.00 – (ASSESSOR'S OFFICE)

******OWNER MUST COME IN & GET MOVING PERMIT******

E. MOBILE HOME MOVING INTO THE COUNTY FROM ANOTHER COUNTY:

1. TITLE AND/OR FORM 500
2. COPY OF MOVING PERMIT FROM THE COUNTY IT CAME FROM
3. COPY OF TAX RECEIPTS TO CLEAR OTHER COUNTY
4. IF REPO'D COPY OF AFFIDAVIT OF REPOSSESSION
5. PERMIT TO CONSTRUCT FOR SEPTIC TANK FROM DHEC (IF NEW)
6. PROPERTY REVIEW CHECKLIST
7. DECAL \$10.00 – (ASSESSOR'S OFFICE)
8. INSPECTION \$120.00 – (CODES ENFORCEMENT)

******ALL MOBILE HOMES MOVING IN & OUT OF THE COUNTY
MUST BE 1976 OR NEWER******

STEPS:

1. COME TO THE ASSESSOR'S OFFICE ROOM #309 WITH THE PAPERWORK FROM A, B, C, D, OR E LISTED ABOVE.
2. IF TAXES NEED TO BE PAID, WE WILL PROVIDE THE INFORMATION FOR YOU TO PAY YOUR TAXES WHETHER IT BE CURRENT OF ADVANCE.
3. THEN GO TO ROOM #303 PLANNING OFFICE TO START PAPERWORK TO GET APPROVAL FOR PROPERTY REVIEW CHECKLIST.
4. ONCE APPROVED BY PLANNING YOU WILL BRING ALL PAPERWORK BACK TO THE ASSESSOR'S OFFICE TO PAY FOR DECAL &/OR MOVING PERMIT
5. ONCE YOU ARE FINISHED WITH THE ASSESSOR'S OFFICE, YOU WILL NEED TO GO BACK TO ROOM #303 AND SEE CODES IF YOU ARE PAYING FOR AN INSPECTION.