



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 ASSESSOR'S OFFICE IN ROOM #309 ON THE 3RD FLOOR. 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 BE REGISTERED WITH THE COUNTY ASSESSOR'S OFFICE WITHIN 15 DAYS OF 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

AS OF 01/23/2024

A. MOBILE HOME IN THE COUNTY BOUGHT FROM DEALER:

1. FORM 500
2. FINAL APPROVAL ON SEPTIC TANK PAPER (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. FINAL APPROVAL ON SEPTIC TANK PAPER (IF NEW)
3. PROPERTY REVIEW CHECKLIST
4. PAID TAXES CURRENT & ADVANCE
5. DECAL FEE \$10.00 – (ASSESSOR'S OFFICE)

C. MOBILE HOME MOVING WITHIN THE COUNTY BY OWNER:

1. TITLE
2. FINAL APPROVAL ON SEPTIC TANK PAPER (IF NEW)
3. PROPERTY REVIEW CHECKLIST
4. PAID TAX RECEIPT CURRENT
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 TITLE CHANGING OWNERS & MOVING:

1. TITLE
2. FINAL APPROVAL ON SEPTIC TANK PAPER (IF NEW)
3. PROPERTY REVIEW CHECKLIST
4. PAID TAX RECEIPT CURRENT & ADVANCE
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 AND GET MOVING PERMIT******

E. MOBILE HOME MOVING OUT OF THE COUNTY:

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

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

F. 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. FINAL APPROVAL ON SEPTIC TANK PAPER (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, E OR F LIST ABOVE.
2. IF TAXES NEED TO BE PAID, WE WILL PROVIDE THE INFORMATION FOR YOU TO PAY YOUR TAXES WHETHER IT BE CURRENT OR ADVANCE.
3. THEN GO TO #303 PLANNING OFFICE TO GET APPROVAL FOR PROPERTY REVIEW CHECKLIST.
4. THEN COME BACK TO ROOM #309 ASSESSOR'S OFFICE TO PURCHASE DECAL.
5. ONCE YOU ARE FINISHED WITH THE ASSESSOR'S OFFICE, YOU WILL NEED TO GO ROOM #303 TO UPDATE YOUR ADDRESS.
6. FINALLY, IF YOU ARE PAYING FOR AN INSPECTION, YOU WILL NEED TO GO TO CODES ENFORCEMENT NEXT DOOR TO E-911 ADDRESSING.