

**RICHLAND COUNTY
COMMUNITY PLANNING & DEVELOPMENT
ASSESSOR DIVISION**

2020 Hampton Street, P.O. Box 192, Columbia, SC 29202
T 803-576-2640 | F 803-576-2681 | TDD 803-576-2045
assessoroffice@richlandcountysc.gov | richlandcountysc.gov/assessor



Mobile Home Process during Covid-19 Pandemic

Moving Permit (Moving out of the County)

1. Email tison.lauren@richlandcountysc.gov to inform the Assessor's Office that you will be moving the mobile home out of the county.
2. Provide a copy of the title and Driver's License of the owner of the mobile and person who is requesting the moving permit
3. Information needed for the Moving Permit
 - a. What Mobile Home you are moving (Tax Map #)
 - b. Owner's Name
 - c. Current Location
 - d. Decal NumberWhere is the Mobile Home being Moved?
 - a. New Address
 - b. County
 - c. Company moving home
4. Richland County will then issue you a Pre-Tax Bill. You can pay this bill online, drop off or mail. Make checks payable to Richland County Treasurer
Mailing address
Richland County Treasurer
PO Box 11947
Columbia, SC 29211

To make the payment online follow these instructions:

A copy of your tax bill can be retrieved at the link below. **Tax Map #**

Once you are there, click on the house - **Real Estate**. Go to the "bottom section" & enter the tax year (20xx) and your tax map # (no dashes). Click "submit request".

Then scroll down and click "select" (next to your name). **(NEW owners, see highlights below.)**

****if you are a NEW owner, then it will show the previous owner's name**

****see visual instructions below****

Moving Permit (Moving out of County) (continued)-

[CLICK HERE](#)

The image shows a screenshot of a web form titled "Real Estate Taxes". At the top, there are four navigation buttons: "Vehicle" (with a car icon), "Real Estate" (with a house icon), "Business" (with a building icon), and "Personal Property" (with a boat icon). A blue callout bubble labeled "Step 1 - Click here" points to the "Real Estate" button. Below the navigation bar, the form has a header "Real Estate Taxes" and a "Notice Number - ex 2011-123456" field. A "Year:" field is also present. Below this, there are two options separated by "- OR -". The first option includes fields for "Enter the first three (3) characters of your Name as it appears on your tax notice and include any spaces.", "Enter the year:", "Owner Last Name:", and "Property Address:". A green callout bubble labeled "Step 2- Once you click on Real Estate, enter this information." points to these fields. The second option includes fields for "Enter the year:" and "Tax Map #:" with a note "Omit spaces and dashes." A red box highlights the "Tax Map #:" field. At the bottom of the form are "Clear" and "Submit Request" buttons. A purple callout bubble labeled "Step 3- Submit request" points to the "Submit Request" button.

Drop off: There is a drop box at the rear entrance of 2020 Hampton Street. You may drop documents off here by leaving them with the Richland County deputy on duty. The deputy will ensure that your documents are brought directly to our office. You will have to get out of your car for the drop-off. There are some parking spaces close to Voter's Registration. The deputy is located at the door underneath the first crosswalk.

5. Email a copy of the paid tax receipt. After the bill has been paid then the moving permit can be emailed or mailed.