

**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

Decal (New ownership of mobile home already in Richland County)

1. Location of Mobile Home
2. Copy of the Title (title should be in the new owners name)
3. Driver's License/Picture ID
4. Check/money order made payable to Richland County Treasurer. The cost of the decals are \$5 per mobile home (The check can be mailed or dropped off) Our mailing address is PO Box 192 Columbia SC 29202 Attn: Mobile Home Division
5. Email documents to tison.lauren@richlandcountysc.gov or you can drop them off.

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.