

Checklist for De-Titling a Mobile Home

1st Build Department: Obtain packet for de-titling at 2020 Hampton Street, Columbia, SC 29205. 1st Floor, Suite 1020. (Fee \$142.18)

2nd Zoning Department: Applicant must verify that the mobile home can be de-titled in their zoning area. Located on 1st floor beside the Building Inspection department.

****Mobile home and land must be in the same name to de-title****

Page 1: Retirement of Title Inspection Request

To be filled out by the land owner

Page 2: Permanent Structure Inspection Checklist

#1-11 will be checked off by the building inspector and needs to be provided to the building inspector at the time of inspection.

Zoning Approval – Needs to be filled out and signed by the Zoning Department.

The packet will then come back to the Building Department where copies are made.

The homeowner will be required to pay the **\$142.18**.

Flood Zone must be verified at this stage by the Flood Zone Manager.

Page 3 & 4: Manufactured Home Affidavit for Retirement of Title Certificate

Pages 3 & 4 must be filled out at the **Register of Deeds** and notarized.

3rd Return completed pack to the Building Department for review, approval and setting up an inspection.

4th Upon passing the Building Department inspection the following documents will need to be recorded at the Register of Deeds Office. 1701 Main St #101, Columbia, SC 29201

- a. Manufactured Home Affidavit for Retirement of Title Certificate.
- b. Permanent Structure Inspection Check List completed by Building and Inspections.
- c. Copy of the Department of Motor Vehicles Form 400 completed.

5th Once all documents have been recorded at the Register of Deeds, the following documents must be submitted to the Department of Motor Vehicles for the Title to be retired.

****Must be mailed to the DMV****

- a. Recorded copy of the Manufactured Home Affidavit for the Retirement of Title Certificate.
- b. Title for the Mobile Home
- c. Lien Release (if applicable)
- d. Current year's property tax receipt for the mobile home
- e. \$50 De-Titling Fee
- f. Completed Department of Motor Vehicle's Form 400

6th Provide the Assessor's Office with a copy of the Retirement Letter from Department of Motor Vehicles confirming that the title has been retired.

- a. Located at 2020 Hampton Street. Columbia, SC 29205
2nd Floor Suite 2055
Contact Number 803-576-2650



Manufactacts

A Newsletter for Local Government Officials
About Manufactured & Modular Homes

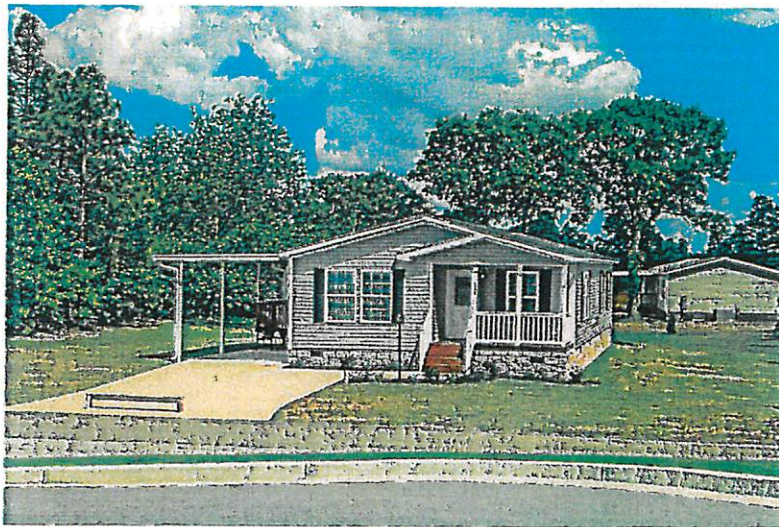
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THE MANUFACTURED HOUSING
INSTITUTE OF SOUTH CAROLINA

Detitling...

Detitling is a process to combine a manufactured home with land into one assessment, resulting in one tax bill. This should be done through the local County and SCDMV offices. One benefit to the homeowner is increased financing options on a detitled home that would not be available otherwise. At the same time, a significant benefit to the County is increased tax revenue.

South Carolina state law includes a chapter that outlines a statewide uniform detitling process (S.C. Code Ann. §56-19-500). The applicable forms are incorporated into the statute which removes much of the guesswork from the process.



An individual may only detitle a manufactured home through the mail. In order to begin the process, the applicant is required to obtain and mail the following documents to the SCDMV:

- Stamped Manufactured Home Affidavit or the Retirement of Title Certificate
- Home's SC title
- Lien release (if applicable)
- Current paid property tax receipt (if applicable – the SCDMV accepts a letter from the county treasurer if no taxes are owed)
- \$50 detitling fee