Email Process for Mobile Home

Moving Permit (Moving out of the County)

1. Email Assessoroffice@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 Number

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