

**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



## **Email Process for Mobile Home**

### **Moving Permit (Moving out of the County)**

1. Email [Assessoroffice@richlandcountysc.gov](mailto: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**

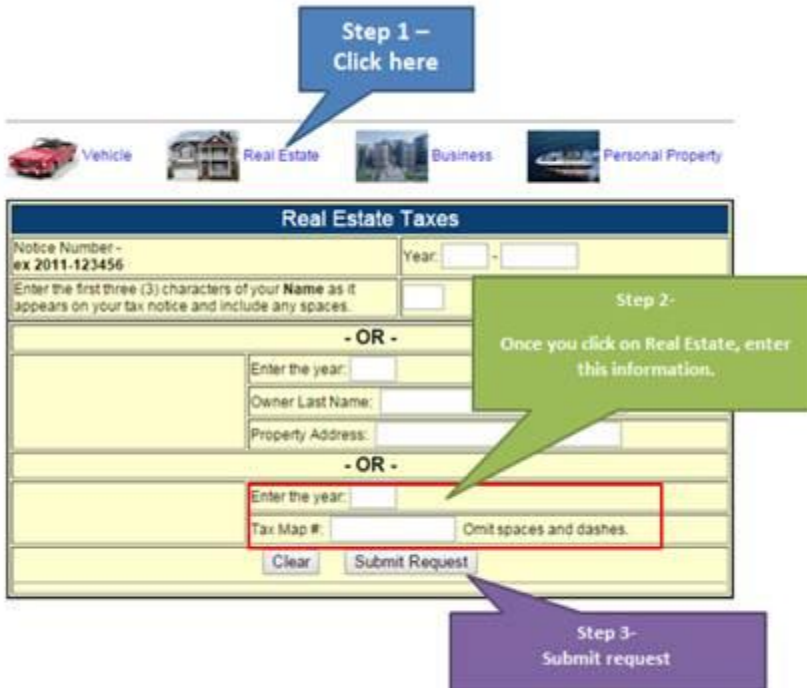
**\*\*see visual instructions below\*\***

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[CLICK HERE](#)



The image shows a screenshot of the 'Real Estate Taxes' web form. 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 points to the 'Real Estate' button, containing the text 'Step 1 - Click here'. Below the navigation buttons is the 'Real Estate Taxes' form. The form has a yellow background and a blue header. It contains several input fields: 'Notice Number - ex 2011-123456', 'Year: [ ] - [ ]', 'Enter the first three (3) characters of your Name as it appears on your tax notice and include any spaces.', '- OR -', 'Enter the year: [ ]', 'Owner Last Name: [ ]', 'Property Address: [ ]', '- OR -', 'Enter the year: [ ]', 'Tax Map #: [ ] Omit spaces and dashes.', and 'Clear' and 'Submit Request' buttons. A green callout bubble points to the 'Enter the year' and 'Tax Map #' fields, containing the text 'Step 2: Once you click on Real Estate, enter this information.'. A purple callout bubble points to the 'Submit Request' button, containing the text 'Step 3- Submit request'.

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