

**Richland County Assessor's Office**

Post Office Box 192  
2020 Hampton Street  
Columbia, South Carolina 29202  
(803) 343-5300

**Clerical Action Form - Tax Year \_\_\_\_\_**

Property Location \_\_\_\_\_

Property Owner: \_\_\_\_\_

Person Interviewed: \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Circle One: Appointment Counter Date: \_\_\_\_\_ Initials \_\_\_\_\_

*/\_/\_/* Combine these properties: (Route to Ownership Records)

\_\_\_\_\_  
\_\_\_\_\_

*/\_/\_/* Check parcel size. (Route to Drafting)

Owner states acreage/lot size is: \_\_\_\_\_

*/\_/\_/* Check ownership. (Route to Ownership Records)

Date property was transferred and/or new owner's name: \_\_\_\_\_

\_\_\_\_\_

*/\_/\_/* Structure demolished or removed from property prior to January 1 st of this tax year. (Route to Appraisal)

Type of Structure \_\_\_\_\_ Date Removed \_\_\_\_\_

*/\_/\_/* Structure Destroyed by Fire - Date: \_\_\_\_\_ (Route to Appraisal)

Type of Structure: \_\_\_\_\_ Fire Report Attached: Y( ) N ( )

*/\_/\_/* Structure added to property prior to January 1st of this tax year but omitted from tax roll. (Route to Appraisal)

Type of Structure \_\_\_\_\_ Date Completed \_\_\_\_\_

*/\_/\_/* Structure added to tax roll in error. Construction incomplete prior to January 1st of this tax year. (Route to Appraisal)

Type of Structure \_\_\_\_\_ Date Completed \_\_\_\_\_

*/\_/\_/* Structure added to this property in error. Structure should be on the following

tax map number \_\_\_\_\_ (Route to Appraisal)

*/\_/\_/* Other: \_\_\_\_\_

\_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_