

Office of the Spartanburg County Assessor
County Administrative Building Room 800
366 North Church Street
Telephone: 864-596-2544
Fax: 864-596-2223



Spartanburg County Building and Fire Codes
County Administrative Building Room 500
366 North Church Street
Telephone: 864-596-2727
Fax 864-596-2194

Land and home will not be considered one asset until you submit confirmation to The Office of the Spartanburg County Assessor that the home has been detitled through the South Carolina Department of Motor Vehicles.

PROCEDURE FOR DE-TITLING A MANUFACTURED HOME
SOUTH CAROLINA CODE OF LAWS SECTION 56-19-500
WWW.STATEHOUSE.NET

FOR ADDITIONAL INFORMATION PLEASE CALL
THE SC DMV CUSTOMER SERVICE CALL CENTER 803-896-5000 OR GO TO WWW.SCDMVONLINE.COM

- The South Carolina Code of Laws requires the home to be inspected to ensure it is in compliance with the applicable codes as of the date the manufactured home was permanently affixed to the property. You can apply for this inspection in the Spartanburg County Building and Fire Codes Department. When applying, please have a copy of the Manufactured Home title certificate and a copy of the most recent real property tax receipt for the manufactured home. The fee for the detitle permit is \$53.
- The home must also be affixed to the property. "Affixed" means that the manufactured home is installed in accordance with the state required installation standards, with wheels, axles, and towing hitch removed, and with the owner of the home having an intention that the manufactured home becomes an improvement to the real property whereon it is situated.
- Please allow at least thirty business days for the Spartanburg County Building and Fire Codes Department to inspect the property.
- Once you have passed the inspections of the Spartanburg County Building and Fire Codes Department, the Office of the Spartanburg County Assessor will mail you the Certificate of Compliance letter within ten to fifteen business days. If you would like to pick-up your Certificate of Compliance letter, please notate that on the permit application in the Spartanburg County Building and Fire Codes Department.
- Once you have received the Certificate of Compliance letter you can record the *Manufactured Home Affidavit for the Retirement of Title Certificate* in the Spartanburg County Register of Deeds Office. If there is a lien on the manufactured home, the Manufactured Home Lien Affidavit must be recorded in the Spartanburg County Register of Deeds Office.
- Any *Manufactured Home Lien or Satisfaction of Lien Affidavit* must be recorded in the Spartanburg County Register of Deeds Office.
- After you have recorded the Manufactured Home Affidavit for Retirement of Title and received your Certificate of Compliance letter, mail the below items to the South Carolina Department of Motor Vehicles at:

SCDMV
Titles and Registration
P.O. Box 1498
Blythewood, SC 29016-0024

These items may have changed please call the SC DMV call center for more information

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- **Copy of the Manufactured Home Affidavit for the Retirement of Title Certificate that has been recorded in the Register of Deeds Office.** This document must have the Spartanburg County Register of Deeds Office recordation stamp.
- **Copy of any Lien Affidavits that apply.** A lien release must be provided for each lien recorded on the title. If the lien is not released on the title, any attorney licensed to practice law in SC may record a Satisfaction of Lien Affidavit in the county where the home is located provided proof of payment can be presented to the county. If the mobile or manufactured home still has a lien at the time the title is retired, you must file a manufactured home lien affidavit with the clerk of court in the county where the mobile home is located. After filing the lien affidavit, it will become a lien against the real property.
- **Original Title Certificate to the Manufactured Home.** The home has to be titled before it can be de-titled. The information (Year, Make, VIN and owner) on the title and the Retirement of Title Certificate must match. The information on the title must also match the information contained in SC DMV files. If the manufactured home is purchased new, you must apply for the title before it can be detitled.
- **Copy of the most recent tax receipt.** A tax receipt indicating that the taxes for the current year have been paid. If there are no taxes owed on the property and you cannot get a receipt, DMV will accept a statement on the County Treasurer's letterhead stating that no taxes are owed.
- **A \$50.00 fee for processing**

Once this information has been mailed to the address above, SC DMV will provide written confirmation to the homeowner that the certificate of title has been retired.

After you receive written confirmation from the SC DMV that your title has been retired, contact the Office of the Spartanburg County Assessor at 864-596-2544, select the option for Mobile Homes or you may contact us via email at AssessorMobileHomes@spartanburgcounty.org and we will let you know what year your mobile home and land will be combined for tax purposes.