



DORCHESTER COUNTY

Register of Deeds / Building Services / Assessors Office

201 Johnston Street
St. George, SC 29477

500 N Main St
Summerville, SC 29483

De-titling a Mobile Home

- A **Building Safety Permit** must be completed by Building Services. This permit costs \$60.
- Building Services will go out and inspect the Mobile Home. Inspector may need to enter home to perform inspection. The following information will be obtained during the inspection: Make and model of home; Serial number; Size of home; Blocking and Tie-downs; Type of under-pinning; Tongue attached or removed; Any attachments to home (deck, porch, room, etc).
- After the inspection is approved, the inspection report with all required information is given to the owner for them to take to the **Register of Deeds Office** (ROD) to have recorded WITH the *Manufactured Home Affidavit for Retirement of Title Certificate* and a few other documents. (Owners can obtain a **blank** form from the ROD office if needed). There is a fee of \$25 to have these documents recorded with ROD.
**See additional information and instructions from the ROD office on page 5 **
- The owner must mail the recorded documents to the DMV in Blythewood for approval. There is a charge of \$50 but please call or check with the DMV to verify the charge.
- After the Affidavit is recorded, the Assessor gets a copy from the ROD. This is when the Assessor's Office is notified that the owner has started the process.
- At this point, the MH Retirement Affidavit is only recorded. The owner still must get confirmation from the DMV that the MH has been detitled. The owner should send a copy of the confirmation letter to the Assessor's Office for the MH to be combined for taxation the following tax year. The Assessor's Office will combine the MH with the land parcel for the future tax year and delete the individual Mobile Home record so that it won't be double taxed.

**This process does not start in the Assessor's Office. Please confirm each of these processes with the correct office to ensure the process or fee for services have not changed.

Building Services	843-832-0011
Register of Deeds	843-832-0181
DMV, Blythewood	803-896-5000
Assessor	843-832-0162

REQUIREMENTS FOR DETITLING A MOBILE HOME

- **Stamped Manufactured Home Affidavit or the Retirement of Title Certificate recorded with the Register of Deeds Office with County's approved inspection**
- **Home's SC title**
- **Lien release (if applicable)**

If the lien is not released on the title, an SC-licensed attorney may record a Satisfaction of Lien Affidavit in the county the home is located. If there's a lien on the home when you plan to de-title it, you must file an affidavit with the county's clerk of court.

- **Current paid property tax receipt**
- **\$50 de-titling fee**
- **CONFIRMATION LETTER MUST BE SENT TO COUNTY ASSESSOR'S OFFICE FOR THE MOBILE HOME AND LAND TO BE COMBINED FOR TAX PURPOSES.**

Title: De-titling Manufactured Homes

1. The owner must submit the Manufactured Home Affidavit for the Retirement of Title Certificate from the Register of Deeds or the Clerk of Court in the County where the mobile home is located. This must be stamped with the date and time stamp received at this County.
2. The Information on the Manufactured Home Affidavit for the Retirement of Certificate of Title must match the information on the accompanying title. (Year, make, vehicle identification and owner name.)
3. The title information including the title number must match the information shown on the Department of Motor Vehicle files.
4. A Lien Release must be provided for each lien recorded on the title by having the lien release signed by an authorized agent of the lien holder.
5. If the lien is not released on the title, any attorney licensed to practice law in the state may record a Satisfaction Affidavit in the County of which the mobile home is located. They have to submit proof of payment to the county. This Affidavit is sufficient to release the lien with DMV.
6. If the manufactured home still has a lien at the time the title is retired, you must file a manufactured home Lien Affidavit with the Register of Deed or Clerk of Court in the county where the manufactured home is located. It will then become a lien against the real property.
7. The lien or liens shown on the title either has to be satisfied or a copy of this lien affidavit must be recorded with the documentation to the DMV.
8. A tax receipt must be provided for the manufactured home indicating property taxes have been paid for the current year. (We will accept a statement on the County Treasurer's Letterhead that no taxes are currently owed on the home.)
9. The fee for retiring a manufactured home title is \$50.00.
10. The Department of Motor Vehicle must maintain a record of each manufactured home title certificate that is retired.
11. The Department must provide written confirmation to the homeowner that the certificate of title has been retired.
12. When you have received a confirmation letter of De-Titling from the DMV, forward a copy to your County Assessor's Office to be taxed as Real Estate for the future tax year. The address for Dorchester County is below.

**Dorchester County Assessor's Office
Attn: Mobile Home Department
201 Johnston Street St. George, SC 29477**

Note The DMV process can only be handled at the Blythewood, SC. Their contact number is 803-896-5000 for more information. SC Dept of Motor Vehicles, PO Box 1498, Blythewood, SC 29016-0024*

Dorchester County
201 Johnston Street, St. George, SC 29477
Treasurer's Fax (843) 832/563-0131 Delinquent Tax Fax (843) 832/563-0114

Mobile Home Retirement of Title Tax Clarification Statement

The Mobile Home described below is being considered for Retirement of Title through the Department of Motor Vehicle
 This statement is to clarify any taxes due for this Mobile Home.

Date: _____

Decal #: _____ TMS# _____ (MH & Land should be in same name)

Name of Owner: _____

Year: _____ Make: _____ Model: _____

Serial #: _____

Property Location: _____

<u>Treasurer's Department:</u>			<u>Delinquent Tax Department:</u>		
Tax Year	Amount Due	No Taxes Due At This Time	Tax Year	Amount Due	No Delinquent Taxes Due

(If more room is needed, please attach a separate sheet)

Treasurer Representative Signature & Date: _____

Delinquent Tax Representative Signature & Date: _____

De-titling Your Mobile or Manufactured Home

You may **only** de-title your mobile home through the mail. You'll mail all documents listed below to the following address:

SCDMV

Titles and Registration

PO Box 1498

Blythewood, SC 29016-0024

If you're interested in de-titling your home, you must submit **all** of the following:

- Stamped Manufactured Home Affidavit or the Retirement of Title Certificate
You receive this document from your home's county register of deeds or the clerk of court.
- Home's SC title
- Lien release (if applicable)
If the lien is not released on the title, an SC-licensed attorney may record a Satisfaction of Lien Affidavit in the county the home is located. If there's a lien on the home when you plan to de-title it, you must file an affidavit with the county's clerk of court.
- Current paid property tax receipt
If you do not owe property taxes, the SCDMV accepts a letter from the county treasurer that says you do not owe taxes.
- \$50 de-titling fee

The SCMDV will provide written confirmation that the home has been de-titled.

<http://www.scdmvonline.com/Vehicle-Owners/Types-Of-Vehicles/Mobile-Home>

****Additional information from the Register of Deeds Office ****

Pursuant to SC Code of Laws 56-19-510, a mobile home may be detitled if certain steps are taken.

The Dorchester County Register of Deeds office requires the following documents be recorded as a package to meet the minimum requirements.

1. Affidavit for Retirement of Title – This form is available online at South Carolina Legislature Online (scstatehouse.gov) under SC Code of Laws, Title 56 which is copied below.
This form must be Witnessed and Notarized prior to recording.
No staff member of the ROD office can or will witness or notarize a document which is to be recorded in this office. Th ROD office has blank forms and can provide one for you, but it must be filled out by the applicant prior to recording. The ROD staff CANNOT fill out the form. The ROD staff CANNOT act as a witness or notary.
2. Proof of payment of all taxes due. This can be obtained from the county Treasurer and Delinquent Tax offices. A 'Sign Off' sheet is included with this information to make it more convenient for a citizen show taxes have been paid.
3. A copy of the title/deed to the real property to which the mobile home will become attached to. This can be obtained at the Register of Deeds office prior to or simultaneous with filing. There is a .50 charge per page for copies or the documents can be downloaded and printed from your personal computer at home for no charge.
4. A Building Safety Permit from the Building Services Department – current with the requested filing of the Affidavit of Retirement.
5. Filing Fee of \$25.00 as prescribed by SC Code of Laws 8-21-310 (2) (k).

If you have any questions, please contact the ROD Customer Service at 843-832-0181 or 843-563-0181.

SECTION 56-19-510. Owner affixing manufactured home to real property; Manufactured Home Affidavit for the Retirement of Title Certificate: recording and form of affidavit.

(A) An owner of a manufactured home may affix the home to real property by:

(1) installing the home in accordance with the required installation standards and removing the wheels, axles, and towing hitch; and

(2) filing with the register of deeds or clerk of court, as appropriate, for the county in which the manufactured home is located the Manufactured Home Affidavit for the Retirement of Title Certificate in the form prescribed in this article together with proof of ownership as evidenced by a copy of the most recent deed of record or other instrument vesting title, and paying the filing fee required for affidavits by Section 8-21-310.

(B) The register of deeds or clerk of court must record the affidavit as if it were a deed to real property with the homeowner being identified as grantor and give notification to the county assessor.

(C) Upon the filing of the affidavit, the manufactured home is to be treated for all purposes except condemnation as real property and title to the manufactured home is thereby vested in the lawful owner of the real property to which it is affixed. A warning notice to those filing the affidavit must be included in the affidavit.

(D) The Manufactured Home Affidavit for the Retirement of Title Certificate must be in the following form:

STATE OF SOUTH CAROLINA) MANUFACTURED HOME) AFFIDAVIT FOR) RETIREMENT OF TITLE COUNTY OF _____
) CERTIFICATE

(1) Name of Owner: _____

(2) Description of Manufactured Home:

Date of Manufacture: Manufacturer: Model year: Make: Width: Length: Identification Number (VIN):

(3) Check whichever is applicable:

_____The above described manufactured home is not subject to a security lien.

_____The above described manufactured home is subject to a security lien and a separate affidavit, as required by law, will be filed naming the secured parties.

(4) Check whichever is applicable:

_____The above described manufactured home is located in a jurisdiction with locally enforced building and safety codes adopted pursuant to Title 6, Chapter 9 and attached to this form is written evidence of compliance with the applicable codes as of the date the manufactured home was permanently affixed to the above described real property. Written evidence of compliance includes, but is not limited to, a copy of a certificate of occupancy, a statement from the code enforcement office, an inspection report, or any documentation of similar effect from the local code enforcement office having the appropriate jurisdiction. Only one document should be attached to this form.

_____The above described manufactured home is not located in a jurisdiction with locally enforced building and safety codes adopted pursuant to Title 6, Chapter 9 applicable to manufactured homes.

(5) Full legal description of the property to which the manufactured home is currently, or is to be, affixed using metes and bounds or reference to recorded plat by book and page. (A separate sheet identified as "Exhibit A" may be attached.)

(6) Derivation: This being the identical or a portion of property conveyed or leased to the owner by deed or lease from _____ and recorded _____ in Book _____ at page _____.

Tax map number _____

Tax billing address _____

(7) The above-described manufactured home is permanently affixed or is to be permanently affixed to the above-described real property and the title certificate is to be retired in accordance with applicable law.

(8) Check if applicable:

_____The owner of the manufactured home owns or has a leasehold estate of thirty-five or more years in the real property to which the manufactured home is affixed.

(9) WARNING: the execution and filing of this affidavit transfers ownership of the manufactured home to the lawful owner of the real property to which it is affixed.

The owner certifies that the above information provided by the owner is true and correct to the best information and belief of the owner.

Date: Signature of owner: Type or print name of owner Witness: Witness: STATE OF SOUTH CAROLINA) COUNTY OF _____)
PROBATE

Before me, the undersigned Notary Public, personally appeared _____, who, being duly sworn, deposed and said that (s)he saw _____, sign, seal, and deliver the foregoing Affidavit and that (s)he, together with _____ witnessed the execution thereof.

SWORN to before me this _____ day of Notary Public for _____ (L.S.) My Commission Expires: _____