

**PIN:** \_\_\_\_\_

## **Legal Residence Documents Checklist**

To apply for the Special Assessment Based on Legal Residence (4%) go to

[www.Horrycountysc.gov](http://www.Horrycountysc.gov), Online Services and under the Tax Column: Legal Residence Application

### **REQUIRED DOCUMENTS:**

- SC DRIVER'S LICENSE OR STATE ID:** For all owner occupants AND spouse's if married and must reflect CURRENT address
- SC VEHICLE REGISTRATION:** For all vehicles owned and must reflect CURRENT address
- STATE AND FEDERAL TAX RETURNS FOR SC OR SSA-1099:** Federal returns must include a Schedule 1 and/or E if applicable; State Returns must include a Non-Resident (NR) Schedule if applicable.

### **IF APPLICABLE:**

- Recorded Certificate of Trust or Full Trust, Land Sales Contract, LLC Operating Agreement
- Divorced/Separated:** A divorce decree if divorced for 5 years or less or court filed documents requesting a divorce; Legal separation papers or Court Filed Separation Maintenance Agreement
- Own another home:** If another property is owned elsewhere, a copy of the property tax bill showing no exemptions or a letter of exemption removal from that county
- Letter of explanation if any of the above mentioned documents cannot be supplied

### **REMINDERS:**

- Missing documents can be submitted via mail, fax, email or brought into the office
- Applications missing documents or INCOMPLETE APPLICATIONS will have a delay in processing time until such documents are received.
- Mobile Homes with ACTIVE TITLES with the DMV must be registered within the county and have a yellow sticker in the window.

Assessor's Office- (Phone) 843-915-5040 (Fax) 843-915-6040

Email: [asktps@horrycountysc.gov](mailto:asktps@horrycountysc.gov) to submit supporting documents electronically