

PIN # _____

Date: _____

Documents Needed Legal Residence List

To apply for the Special Assessment Based on Legal Residence (4%) go to:
www.horrycounty.org/Online-Services (Legal Residence Application), click on Statutes for qualifications.

Required documentation:

■ SC DRIVER'S LICENSE or SC State Issued ID: copy for ALL Owner Occupants AND spouses;
*must reflect CURRENT address

■ SC Motor Vehicle Registration: copy (for ALL Vehicles) for All Owner Occupants AND spouses, *must reflect CURRENT address
*for company cars-provide registration showing business address

■ TAX RETURNS: copy of most recently filed FEDERAL and STATE TAX RETURNS
(Last tax filed regardless of what state they were filed in) include Schedule 1 & E if applicable
*RETURNS for BOTH Owner Occupant AND Spouse *must* be supplied
* If an *EXTENSION* was filed we need a copy of that filing, your completed returns may be requested at a later date.

Note: (ALL documents MUST be received within 15 days of application or you may need to re-apply. ALL documents (copies) must be legible.)

If Applicable:

■ Certificate of Trust, Land Sale Contracts or Operating Agreement for Single Member LLC's
■ Divorced/Separated: If you are divorced or separated, our office requires copies of the Court Recorded filing of Divorce or Separation or Court Filed Separation Maintenance Agreement
■ Provide a written explanation of information of documents that are not available if applicable.

REMINDERS:

- All required documents/proof must be supplied; missing documents can be submitted via email, fax or mail.
- INCOMPLETE APPLICATIONS or those missing supporting/required documents may be delayed in processing and/or denied.
- MOBILE HOMES must be TITLED with DMV and registered with the Assessor's Office, Manufactured Homes for a current decal.

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

Email: asktps@horrycountysc.gov to submit supporting documents electronically

IMPORTANT INFORMATION, DEPARTMENTS AND NUMBERS

NEW Residents moving into Horry County please follow these steps:

- (1) Contact **Auditor** to register your vehicles in Horry County and for copies of tax bills.
- (2) Pay any tax notices with the **Treasurer's** Office
- (3) Go to the South Carolina **DMV** for your SC driver's license and vehicle registration to reflect your current address
- (4) Apply Online at www.horrycounty.org/Online-Services (Legal Residence Application)

Auditor (1)
1301 Second Ave, Ste. 1C41
Conway, SC 29526
1-843-915-5050

Vehicle Tax Billings
Watercraft Tax Billings
Camper/RV Tax Bills (not Mobile Homes)
Homestead Exemption 843-915-5051

Treasurer's Office (2)
1301 Second Ave
Conway, SC 29526
1-843-915-5470

Tax Payments
Property Tax
Delinquent Tax
Vehicle Tax

DMV (Conway) (3)
4103 Hwy 701 N
Conway, SC 29526
1-843-365-4781

DMV (Myrtle Beach)
1200 21st Ave N
Myrtle Beach, SC
1-843-448-9957

Assessor's Office (4)
1301 Second Ave, Ste. 1C08
Conway, SC 29526
1-843-915-5040

Aerial Maps
Agriculture Assessments
Legal Residence
Real Estate Values

Mobile Homes
1-843-915-5041

Mobile Home Decals
Mobile Home Moving Permit

Code Enforcement
1301 Second Ave, Ste. 1D09
Conway, SC 29526
1-843-915-5090

Building Inspections
Building Permits
Mobile Home Set Up Permits

Register of Deeds
1301 Second Ave,
Conway, SC 29526
1-843-915-5430

Deeds/Pats
Liens/Mortgages/Recording of Documents
Land Records/Research
Power of Attorney

Planning & Zoning
1301 Second Ave
Conway, SC 29526
1-843-915-5340

Addressing & Street Naming
Plan Review
Sign Permits

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