



**ALL TAXES MUST BE PAID ON ANY PRE-OWNED MANUFACTURED HOME BEFORE IT CAN BE REGISTERED AND MOBILE HOME DECAL OR MOVING PERMIT ISSUED.**

If you are registering a manufacturing home in Horry County below is the documentation needed for registration

1. **For Manufactured Homes** (one of following)

- A. Title in owner's name
- B. Manufacturer's Certificate of Origin (MCO)
- C. Dealer form 100/500 with complete mobile home description

**And**

- Approval letter/email from Planning and Zoning ( [addressing@horrycounty.org](mailto:addressing@horrycounty.org) )

2. **For Used Manufactured Homes** (one of the following)

- A. Title in owner's name
- B. Copy Form 400 completed w/paid receipt from DMV
- C. Title in owner's name w/recorded copy of PUC (Purchase Upon Contract)

**And**

- Name of previous owner
- Decal number off the mobile home
- Property tax bill receipt for paid taxes
- Approval letter/email from Planning/Zoning to verify address ( [addressing@horrycounty.org](mailto:addressing@horrycounty.org) )

3. **Manufactured Home moved into Horry County from another county or state.**

- A. Information listed in #1
- B. Moving Permit issued by the county/state
- C. Paid tax receipt for current year from other county
- D. Approval letter/email from Planning and Zoning ( [addressing@horrycounty.org](mailto:addressing@horrycounty.org) )

**FEES: Registration Decal Fee (cash or check)**

- A. \$5.00 for homes registered within 15 days of purchase date
- B. \$5.00 penalty applied to those registered after 15 days of purchase

**Legal Residence Special Assessment:**

If you are a resident of Horry County and the home you own and occupy is your primary residence, you may be eligible for a "special assessment" that will reduce your property tax liability. If you feel you qualify, contact a member of the Tax Payer Service team at the Assessor's Office (843) 915-5040 or visit [www.horrycounty.org/Departments/Assessor](http://www.horrycounty.org/Departments/Assessor)

**Note: Any sale or transfer of ownership will automatically remove a 4% classification**

**\*\*\*IT IS THE RESPONSIBILITY OF THE OWNER TO PROVIDE THE ASSESSOR WITH ADDRESS CHANGES, CHANGE OF OWNERSHIP, LOCATION OR DAMAGE TO THE MOBILE HOME.**