

## INSTRUCTIONS FOR 4% LEGAL RESIDENCE APPLICATION

FOR ANY QUESTIONS CALL THE Richland County Assessor's Office at  
803-576-2640

Other offices will not be able to answer your questions accurately – Call the Assessor's Office

### GENERAL INFORMATION

- You can locate your TMS (Tax Map Number)

Here [http://www.richlandmaps.com/apps/dataviewer/?lat=34.03787&lon=-](http://www.richlandmaps.com/apps/dataviewer/?lat=34.03787&lon=-81.02417&zoom=10&base=roadmap&expanded=53759|52088|18518|38669|39665&layers=33844|24029)

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- All questions must be answered completely and all required documents/proof must be supplied
  - o Incomplete applications or those missing supporting documents/proof will not be processed
- Provide a written explanation if information/documents are not available
  - o We will perform further research and verification and contact you if necessary
- If married, your spouse must agree/accept and provide all required documentation even if he or she has no ownership of the property and/or does not occupy the property

### MINIMUM REQUIRED DOCUMENTATION

Attach legible copies of required documents and proof

- SC Driver's License/Identification card for all owner occupants AND spouse
- SC motor vehicle registration showing current address for all owner occupants AND spouse
  - o For company cars – provide registration showing business address
- Copy of SC Voter Registration card for all owner occupants AND spouse
- Tax returns: Redacted copy of first two pages of most recently filed Federal income tax return (1040 and Schedules A, C, E & Form 8829 if applicable) AND Redacted copy most recently filed SC or other state income tax return. For SC income tax returns supply first 3 pages only
  - o Returns for both owner-occupant AND spouse must be supplied
  - o If you have filed an extension, provide most recently filed complete federal/state return AND a copy of your filed extension. Your complete returns may be requested later
  - o If you have any questions about how we protect your information call the Richland County Assessor's office at (803) 576-2640

- If separated or divorced: provide court ordered separate support & maintenance agreement or divorce decree
- For active duty MILITARY ONLY- provide the following: Military Identification, copy of current orders, copy of current Leave and Earnings Statement (LES). Redact income information from LES
  - o Military members AND their spouses must provide driver's license(s), vehicle registration(s) and voter registration(s) regardless of where licensed or registered
- Additional documentation must be provided where applicable
  - o i.e. copies of: trusts, bond for title, power verification letter, operating agreement for single member LLC's, etc.
- If you do not have the required documentation and proof but still feel you qualify, call the Assessor's office and we will be happy to discuss your situation with you.

IF YOU HAVE QUESTIONS – CALL THE ASSESSOR'S OFFICE

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