

INSTRUCTIONS FOR 4% LEGAL RESIDENCE APPLICATION

Website: colletoncounty.org

*For any questions please call the
Colleton County Assessor's Office at (843) 549-1213
At any time during the recording enter extension 1240 or 1238
Classification Clerk Email: hdean@colletoncounty.org
Office Manager Email: woquinn@colletoncounty.org*

General Information

The Parcel Identification Numbers (PIN), formerly referred to as Tax Map Numbers or TMS# are listed on all tax bills and assessment notices. You can also look up your PIN on the County Website using the following link:

<https://qpublic.schneidercorp.com/Application.aspx?AppID=1046&LayerID=23500&PageTypeID=2&PageID=9798> **Search**

- All questions must be answered completely and all required documents/proof must be supplied
- Incomplete applications or those missing supporting document/proof will not be processed
- Provide a written explanation if information/documents are not available.
- 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.
- **Do Not Fax or Email:** applications must be returned by mail or brought to the Assessor's Office. Colleton County Assessor's Office P.O. Box 1166, Walterboro, SC 29488 or The Harrelson Building @ 31 Klein Street, Room 309 Walterboro SC 29488

Check List

Minimum Required Documentation

Attach legible copies of required documents and proof only of required documents

- Social Security Numbers for all owner(s) and spouse
- SC Driver's License or SC identification card (for **ALL** owner occupants and spouse)
- Copy of SC Voters Registration card (for **ALL** owner occupants and spouse)
- For Company cars – provide registration showing the business address
- Divorce Decree- if legally separated or Divorced you must provide legal documents (just one page of proof from the decree)

Additional Documentation

You may be required to provide additional information: (South Carolina Code of Laws Section 12-43-220(c))

- Tax returns: Redacted copy of the first two pages of most recently filed Federal Income tax return (1040 and Schedules A, C, E & Form 8829 if applicable)
- SC or other state income tax return. For some SC tax returns supply the first 3 pages only
- Active duty Military members must provide copy of current orders or current Leave and Earnings Statement (LES). (*Redact income information from LES*)
- Additional documentation must be provide where applicable
Trust, Bond for Title, Operating Agreement for a single member LLC's etc.
- Other proof required by the Assessor necessary to determine eligibility for the assessment ratio