

**Spartanburg County Assessor's Office**  
**Mobile Home Division**

County Administration Building Room 800  
P.O. Box 5762  
Spartanburg, South Carolina, 29304  
864-596-2544  
Fax: 864-596-2223



**Request for Manufactured Home**  
*Certificate of Compliance*  
**For the**  
**Manufactured Home Affidavit Retirement of Title Certificate**  
**\*This request could take up to 30 days\***

Section 56-19-510, SC Code of Laws requires written evidence that a manufactured home is affixed to the property. Affixed is defined in the Section 56-19-500, SC Code of Laws meaning that the manufactured home is installed in accordance with the state requiring installation standards, with wheels, axels, and towing hitch removed, and with the owner of the property having an intention that the manufactured home becomes an improvement to the real property whereon it is situated as evidenced by filling of the affidavits provide in this article.

Manufactured Home Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Location: \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_ Make/Model \_\_\_\_\_

Land Owner: \_\_\_\_\_

***The above manufactured home must meet the following requirements to be issued a Certificate of Compliance:***

Ownership must be identical for the land owner's deed and the mobile home owner's title

Home must be affixed to the property with the wheels, axels, and towing hitch removed

This home has complied with the **SC Code Laws Section 31-17-350** referring to new license required upon transfer of a mobile home (the new owner received a change of ownership permit and a new decal from the Spartanburg County Mobile Home Division)  Yes  No

The home was moved to the present location after a moving permit was issued  Yes  No  
Spartanburg County Permit Number: \_\_\_\_\_ Date Moved: \_\_\_\_\_

***Attached to this document MUST be a COPY of the following:***

- Copy of the Original Title Certificate for the Manufactured Home
- Copy of the receipt of the most recent tax bill

Person Requesting Certificate \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mail Certificate of Compliance to the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_