

BEAUFORT COUNTY



Register of Deeds/Building Department/Assessors Office
100 Ribaut Road
Beaufort, SC 2990

Register of Deeds
843-255-2555

Building Department
843-255-2065

Assessor's Office
843-255-2400

De-Titling a Mobile Home

- A *Certificate of Compliance* must be completed by the Building Department. Please schedule with the building department a convenient time for a building inspector to visit the home to confirm that the appropriate requirements have been met according to State regulations. **The fee is \$30.00.**
- After receiving the COC from the Building Department, take this packet to the Register of Deeds office for recording.

Packet must include the following: (1) *Manufactured Home Affidavit for Retirement of Title Certificate*; (2) *Manufactured Home Affidavit of Affixation*; *Certificate of Compliance*; (3) Copy of *Deed* for real property where mobile home is to be placed; (4) tax receipts for both mobile home and real property. **Filing Fee is \$25.00.**

- A *Lien Release* must be provided for each Lien recorded on the title by having the lien release signed by an authorized agent of the lien holder. If the MH still has a Lien at the time the title is retired, you must file a *Manufactured Home Lien Affidavit* with the Register of Deeds Office.
- A copy of recorded documents must be taken to the SCDMV.
- Once the SCDMV has contacted the owner with written confirmation, the **owner must provide this letter to the Beaufort County Assessor's office for final processing.**

STATE OF SOUTH CAROLINA)
)
 COUNTY OF BEAUFORT) MANUFACTURED HOME
 AFFIDAVIT FOR RETIREMENT OF TITLE CERTIFICATE

- (1) Name of Owner: _____
- (2) Description of manufacture Home:
 - a. Date of Manufacture: _____
 - b. Manufacturer: _____
 - c. Model Year: _____ Make: _____
 - d. Width: _____ Length: _____
 - e. Identification Number (VIN): _____
- (3) Check whichever is applicable:
 _____The above-described manufacture home is not subject to a security lien.
 _____The above-described manufacture home is subject to a security lien and a separate Affidavit, as required by law, will be filed naming the secured parties.
- (4) Check whichever is applicable:
 _____The above-described manufactured home is located in a jurisdiction with locally enforced building and safety codes adopted pursuant to Title 6, Chapter 9 and attached to this form is written evidence of compliance with the applicable codes as the date the manufactured home was permanently affixed to the above-described real property. Written evidence of compliance includes, but is not limited to, a copy of a certificate of occupancy, a statement from the code enforcement office, and inspection report, or any documentation of similar effect from the local code enforcement office having the appropriate jurisdiction. Only one document should be attached to this form.
 _____The above-described manufactured home is **not** located in a jurisdiction with locally enforced building and safety codes adopted pursuant to Title 6, Chapter 9 applicable to manufactured homes.
- (5) Full legal description of the property to which the manufactured home is currently, or is to be, affixed using metes and bounds or reference to recorded plat by book and page (A separate sheet identified as "Exhibit A" may be attached.)
- (6) Derivation: This being the identical or a portion of property conveyed or leased to the owner by deed or lease from _____ and recorded on _____ in Book _____ at Page _____.
 Tax map number _____
 Tax billing address _____
- (7) The above-described manufactured home is permanently affixed or is to be permanently affixed to the above-described real property and the title certificate is to be retired in accordance with applicable laws.
- (8) Check if applicable:
 _____ The owner of the manufactured home owns or has a leasehold estate of thirty-five or more years in the real property to which the manufactured home is affixed.
- (9) WARNING: the execution and filing of this affidavit transfers ownership of the manufactured home to the lawful owner of the real property to which the manufactured home is affixed.

The owner certifies that the above information provided by the owner is true and correct to the best information and belief of the owner.

Date: _____ Signature of owner: _____
 Type or print owners name: _____

Witness: _____ Witness: _____

STATE OF SOUTH CAROLINA)
)
 COUNTY OF _____) PROBATE

Before me, the undersigned Notary Public, personally appeared _____,
 Who being duly sworn, deposed and said that (s)he say _____
 Sign, seal and deliver the foregoing Affidavit and that (s)he, together with _____
 witnessed the execution thereof.

 Witness signature

Sworn to before me this ____ day of _____ 2023

 Notary Public for State of South Carolina Commission Expires:

STATE OF SOUTH CAROLINA)
) MANUFACTURED HOME AFFIDAVIT
COUNTY OF BEAUFORT) OF AFFIXATION

This instrument covers goods that are or are to become fixtures on the land described herein and is to be filed for record in the records where conveyances of real estate are recorded.

List name(s) of Homeowner(s):

The above-named Homeowner being duly sworn, on his/her oath states as follows:

1. Homeowner owns the manufactured home (Home) described as follows:

Year Manufacturer's name Model name & number Length x Width

Serial number(s) _____

- 2. The Home was built in compliance with the Federal Manufactured Home Construction and Safety Standards Act.
- 3. If the Homeowner is the first retail buyer of the Home, Homeowner is in receipt of a) the manufacturer's warranty for the Home, 2) the Consumer Manual for the Home, 3) the Insulation Disclosure for the Home, and 4) the formaldehyde health notice for the home.
- 4. The Home is or will be located at the following property address:

Street address, city, county, state, zip code

- 5. The Legal description of the property is attached as Exhibit "A"
- 6. The Homeowner is the owner of the land or, if not the owner of the land, is in possession of the real property pursuant to a lease in recordable form, and the consent of the lessor is attached to this Affidavit.
- 7. The Home is anchored to the land by attachment to a permanent foundation, constructed in accordance with applicable state and local building codes and manufacturer's specifications in a manner sufficient to validate any applicable manufacturer's warranty, and permanently connected to appropriate residential utilities (e.g., water, gas, electricity, sewer). The Homeowner intends that the Home be an immovable fixture and a permanent improvement to the land.

Beaufort County

- 8. The Home shall be assessed and taxed as an improvement to the land.
- 9. Homeowner agrees that, upon the delivery fo the Home to the property address:
 - (a) all permits required by governmental authorities have been obtained.
 - (b) The foundation system for the Home was designed by an engineer to meet the soil conditions of the land. All foundations are constructed in accordance with applicable state and local building codes, and manufacturer's specifications in a manner sufficient to validate any applicable manufacturer's warranty.
 - (c) The wheels, axles, towbar or hitch were removed when the Home was, or will be, placed on the property address; and
 - (d) The Home is permanently affixed to a foundation and/or has the characteristics of a site-built housing, and has been made a part of the land.
- 10. If the Homeowner is the owner of the land, any conveyance or financing of the home and land shall be a single transaction under applicable state law.

11. The Home is subject to the following security interests:

Name of Lender: _____
Address of Lender: _____
Original Principal amt.: _____

Name of Lender: _____
Address of Lender: _____
Original Principal amt.: _____

12. Other than those disclosed in this Affidavit, the Homeowner is not aware of any other claim, lien or encumbrance affecting the Home; or, any facts or information known to the Homeowner that could reasonably affect the validity of the Homeowner’s title to the Home or the existence or non-existence of security interest in the Home.

This Affidavit is executed by Homeowner(s) pursuant to applicable state law and shall be recorded in the real property records in the County in which the Home is located.

IN WITNESS WHEREOF, Homeowner(s) has executed this Affidavit in my presence and in the presence of the undersigned witnesses on this _____ day of _____, 2008.

_____ Homeowner #1

_____ Homeowner #2

Witnesses:

STATE OF SOUTH CAROLINA)
)
COUNTY OF BEAUFORT)

Acknowledgment

Personally appeared before me, a Notary Public in and for the State of South Carolina, appeared the within named person(s), and who acknowledged that he/she executed the foregoing instrument for the purposes there in contained.

Witness my hand and seal this _____ day of _____, 2012.

Notary Public for South Carolina

My commission expires:

BEAUFORT COUNTY, SC

CERTIFICATE OF COMPLIANCE

for

MANUFACTURED HOME AFFIDAVIT
RETIREMENT OF TITLE CERTIFICATE

NOTICE: No Certificates of Occupancy are issued on Manufactured Homes in the County of Beaufort. This Certificate is being issued for the sole purpose of meeting the requirements of Section 56-19-510, SC Code of Laws, as pertains to Retirement of the Title Certificate on the above-described Mobile Home.

I. Manufactured Home Owner: _____

Set Up location: _____
Street Address, City

District/Map/Parcel #: _____

Make/Model: _____ Size: _____

Serial Number: _____

- II. The above-described manufactured home has been inspected on the date indicated and has been found compliant with Section 56-19-51 of the SC Code of Laws with respect to the following:
- a. The wheels, axels and towing hitch have been removed.
 - b. The Manufactured Home has been installed on the property in accordance with applicable County regulations.

III. Manufactured Home Miscellaneous Permit Number: _____

IV. Comments:

Inspected by: _____
Printed Name

Date of Inspection: _____

Inspector's Signature: _____

Please attach a copy
of the most recent
deed for the real
property
(Here)

You can get a copy of the deed from
the
Register of Deeds Office.

Attach copies of tax
receipts for both the
mobile home and the
real property
(Here)

All taxes must be
current.

Attach this form ONLY if there is a lien on the property that has NOT been released.

STATE OF SOUTH CAROLINA)
) MANUFACTURED HOME LIEN AFFIDAVIT
COUNTY OF BEAUFORT)

1) Name of Owners(s) _____

2) Description of Manufactured Home:

Date of manufacture: _____

Manufacturer: _____

Model Year: _____ Make: _____

Width: _____ Length: _____

Identification Number (VIN): _____

3) The above described manufacture home is subject to a security lien and all secured parties with mailing addresses are listed below:

4) Full legal description of new property to which manufacture home is to be affixed using metes and bounds or reference to recorded plat by book and page (Exhibit A attached)

5) Derivation:

This being the identical or a portion of property conveyed or leased to the owner by deed or lease from

And recorded on _____ in book _____ page _____.

Tax Map Number: _____

Tax Billing Address: _____

6) Name of owner of real property if different from owner of manufactured home:

7) The owner of the Manufactured Home Affidavit for Retirement of Title was recorded on _____ in book _____ page _____ in the County of Jasper.

The owner certifies that the above information provided by the owner is true and correct to the best information and belief of the owner.

Date: _____

Signature of Owner

Witness: _____

Witness: _____

STATE OF SOUTH CAROLINA)

COUNTY OF BEAUFORT)

ACKNOWLEDGEMENT

The foregoing instrument was acknowledged before me this _____ day of _____ by _____ (name of person acknowledged).

Notary for State of South Carolina

Commission expires: