

**Pickens County Assessor**  
222 McDaniel Ave., B8  
Pickens, SC 29671

# LEGAL RESIDENCE APPLICATION



**Office Hours:**  
Mon.- Fri. 8:00 AM to 5:00 PM  
Phone: 864-898-5872

Pickens County is an equal opportunity provider and employer.

**DATE PRINTED**

**Ownership Information: Authorized Agents must submit an Agent Authorization Form. AGENT FORM**

Owner(s)	Same as mailing address	Account Number	
Mailing Address		Parcel Number	
City, State, Zip		Tax Year	
Physical Address		Date of Occupancy	

**Application must be filed with the Assessor before the first penalty date for the payment of taxes (typically January 15th)**  
**All questions must be answered or the application may be denied.**

- Please check the appropriate box: Married      Legally Separated      Divorced      Never Married      Widow
- Type of residence: Single Family      Condo/Townhouse      Duplex      Mobile Home      Mobile Home & Land      Contiguous Land
- List your contiguous (adjacent or adjoining) vacant land account numbers to be considered in this legal residence application:
- Do you, your spouse, or *any member of your household\** own any other residence(s) anywhere in the United States? YES      NO  
**List all addresses including City, County, State**
- Do you, your spouse, or *any member of your household\** claim to be a resident of any other jurisdiction (*City, County, State or Country*) for any purpose? If "YES," provide name, address, and county/state/country. YES      NO
- Are you and your spouse US Citizens? (If either spouse or any member of the household is not a US citizen, refer to "6A") YES      NO
- 6A. Provide copy of H-1B visa and I-140 Petition (also, H-4 visa, if applicable). Or copy of Form I-485 or Permanent Resident Card(s).
- Are all vehicles of the owner and members of your household registered in Pickens County? YES      NO
- Are there any houses, mobile homes, apartments, buildings, or land rented or used for other purposes on this property? YES      NO  
If YES, explain: \_\_\_\_\_ If rented, # of days rented/leased: ►
- Do the owner occupants file a S.C. State Income Tax Return as a resident of South Carolina? YES      NO
- Is this property owned by a single-member Limited Liability Company (LLC)? If YES, provide the articles of incorporation, operating statement or other documents showing the applicant is the single member. YES      NO
- If this property is held in Trust, is the grantor/trustor/settlor a current Beneficiary of the Trust? (A "Trust Certificate" or copy of the relevant sections of the Trust document which identify the Beneficiaries is required.) YES      NO

**PROOF OF ELIGIBILITY DOCUMENTS REQUIRED FOR APPROVAL BY 12-43-220 (2) (iv) (A) (B) (C) (v)**

- A) Copies of S.C. Driver(s) License(s) or SC ID card(s) & Vehicle Registration(s) showing current address (*for all owner-occupants AND spouse*).
- B) Copies of most recently filed Federal & State income tax return (*for all owner-occupants AND spouse*).
- C) Copies of H-1B visa and I-140 Petition (also, H-4 visa, if applicable). Or copy of Form I-485 or Permanent Resident Card(s). ... If either spouse or any member of the household is not a US citizen.
- D) For members of the Military, provide a copy of current Orders and Military ID. The military permanent-duty station must be in South Carolina.
- E) If legally separated or divorced, provide court issued proof of legal separation or divorce.
- F) If this property is held in Trust, provide a "Trust Certificate" or copy of the relevant sections of the Trust document which identify the Beneficiaries.

**Certification Section and Property Owners Acknowledgment \*\*\* Original Form Required-Do Not Fax Form\*\*\***

**Under penalty of perjury, I certify that:**  
**(A)** the residence which is the subject of this application is my legal residence and where I am domiciled at the time of this application and that neither I, nor any member of my household\*, claim to be a legal resident of a jurisdiction (City, County, State or Country) other than South Carolina for any purpose; and  
**(B)** that neither I, nor a member of my household\*, claim the special assessment ratio allowed by this section on another residence.  
**A member of my household means:**  
**(a)** the owner-occupant's spouse, except when that spouse is legally separated from the owner-occupant; and  
**(b)** any child under the age of eighteen years of the owner-occupant claimed or eligible to be claimed as a dependent on the owner-occupant's federal income tax return.  
 If a person signs the certification, obtains 4% assessment ratio, and thereafter found not eligible, or thereafter loses eligibility and fails to notify the assessor within six months, a penalty is imposed equal to 100% of the tax paid, plus interest on that amount at the rate of 1/2 of 1% per month, but in no case less than \$30 nor more than the current year's taxes.

► <b>Signature of Owner Occupant-Required</b>	Social Security No.	Daytime Phone No.	Date Signed
► <b>Signature of Spouse or Co-Owner (Required)</b>	Social Security No.	Daytime Phone No.	Date Signed

**FILING THIS APPLICATION DOES NOT DELAY PAYMENT OF TAXES THAT HAVE BEEN BILLED. UNDER SC STATUTES, TAXES ARE DUE BY THE DATE ON THE BILL. PENALTIES AND INTEREST WILL NOT BE WAIVED FOR LATE PAYMENT.**

You *may not receive* any further notification if your application is approved for the 4% ratio. If approved the 4% ratio will be computed into your tax bill and will reflect 4% as the assessment ratio on your bill. If your application is not approved by the time the bill is due, pay the bill and a refund will be issued if the application is approved and the special assessment ratio granted. If your application is disapproved for any reason you will receive a written-assessment notice reflecting the disapproval. The notice will advise you of your appeal rights and appeal period.

#### **THE FOLLOWING ARE EXCERPTS FROM THE STATUTE**

#### **SECTION 12-43-220. Classifications shall be equal and uniform; particular classifications and assessment ratios; procedures for claiming certain classifications; roll-back taxes.**

**(c)(1)** The legal residence and not more than five acres contiguous thereto, when owned totally or in part in fee or by life estate and occupied by the owner of the interest, and additional dwellings located on the same property and occupied by immediate family members of the owner of the interest, are taxed on an assessment equal to four percent of the fair market value of the property. If residential real property is held in trust and the income beneficiary of the trust occupies the property as a residence, then the assessment ratio allowed by this item applies if the trustee certifies to the assessor that the property is occupied as a residence by the income beneficiary of the trust.

If this property has located on it any rented mobile homes or residences which are rented or any business for profit, this four percent value does not apply to those businesses or rental properties. For purposes of the assessment ratio allowed pursuant to this item, a residence does not qualify as a legal residence unless the residence is determined to be the domicile of the owner-applicant.

**(2)(i)** To qualify for the special property tax assessment ratio allowed by this item, the owner-occupant must have actually owned and occupied the residence as his legal residence and been domiciled at that address for some period during the applicable tax year. A residence which has been qualified as a legal residence for any part of the year is entitled to the four percent assessment ratio provided in this item for the entire year, for the exemption from property taxes levied for school operations pursuant to Section 12-37-251 for the entire year, and for the homestead exemption under Section 12-37-250, if otherwise eligible, for the entire year.

#### **\*MEMBER OF HOUSEHOLD: DEFINITION:**

**(iii)** For purposes of subitem (ii) (B) of this item, "a member of my household" means:

**(A)** the owner-occupant's spouse, except when that spouse is legally separated from the owner-occupant; and

**(B)** any child under the age of eighteen years of the owner-occupant claimed or eligible to be claimed as a dependent on the owner-occupant's federal income tax return.

**(iv)** In addition to the certification, the burden of proof for eligibility for the four percent assessment ratio is on the owner-occupant and the applicant must provide proof the assessor requires including, but not limited to:

**(A)** a copy of the owner-occupant's most recently filed SC income tax return & the state & federal tax returns for household member(s) working or residing in another state;

**(B)** copies of South Carolina motor vehicle registrations for all motor vehicles registered in the name of the owner-occupant;

**(C)** *other proof required by the assessor* necessary to determine eligibility for the assessment ratio allowed by this item.

If the assessor determines the owner-occupant ineligible, the six percent property tax assessment ratio applies and the owner-occupant may appeal the classification as provided in Chapter 60 of Title 12.

**(v)** A member of the armed forces of the United States on active duty who is a legal resident of and domiciled in another state is nevertheless deemed a legal resident and domiciled in this State for purposes of this item if the member's permanent duty station is in this State. A copy of the member's orders filed with the assessor is considered proof sufficient of the member's permanent duty station.

**(vi)** No further applications are necessary from the current owner while the property for which the initial application was made continues to meet the eligibility requirements. If a change in ownership or use occurs, the owner who had qualified for the special assessment ratio allowed by this section shall notify the assessor of the change in classification within six months of the change.

**(vii)** *If a person signs the certification, obtains the four percent assessment ratio, and is thereafter found not eligible, or thereafter loses eligibility and fails to notify the assessor within six months, a penalty is imposed equal to one hundred percent of the tax paid, plus interest on that amount at the rate of one-half of one percent a month, but in no case less than thirty dollars nor more than the current year's taxes. This penalty and any interest are considered ad valorem taxes due on the property for purposes of collection and enforcement.*

**(3)** Notwithstanding any other provision of law, a taxpayer may apply for a refund of property taxes overpaid because the property was eligible for the legal residence assessment ratio. The application must be made in accordance with Section 12-60-2560. The taxpayer must establish that the property in question was in fact his legal residence and where he was domiciled.

**(5)** To qualify for the four percent assessment ratio, the owner-occupant of a legal residence that is being purchased under a contract for sale or a bond for title must record the contract for sale or the bond for title in the office of the register of mesne conveyances or the clerk of court in those counties where the office of the register of mesne conveyances has been abolished. For purposes of this subsection, a contract for sale or a bond for title is the sale of real property by a seller, who finances the sale and retains title to the property solely as security for the debt.

**(7)** Notwithstanding any other provision of law, the owner-occupant of a legal residence is not disqualified from receiving the four percent assessment ratio allowed by this item if the taxpayer's residence meets the requirements of Internal Revenue Code Section 280A (g) as defined in Section 12-6-40(A) and the taxpayer otherwise is eligible to receive the four percent assessment ratio.

**(8)(i)** For ownership interests in residential property created by deed if the interest in the property has not already transferred by operation of law, when the individual claiming the special four percent assessment ratio allowed by this item has an ownership interest in the residence that is less than fifty percent ownership in fee simple, then the value of the residence allowed the special four percent assessment ratio is a percentage of that value equal to the individual's ownership interest in the residence, but not less than the amount provided pursuant to subitem (4) of this item. This subitem (8) does not apply in the case of a residence otherwise eligible for the special four percent assessment ratio when occupied jointly by a married couple or which remains occupied by a spouse legally separated from a spouse who has abandoned the residence. If the special four percent assessment ratio allowed by this item applies to only a fraction of the value of residence, then the exemption allowed pursuant to Section 12-37-220(B)(47) applies only to value attributable to the taxpayer's ownership interest.

**(ii)** Notwithstanding subitem (i), for ownership interests in residential property created by deed if the interest in the property has not already transferred by operation of law, an applicant may qualify for the four percent assessment ratio on the entire value of the property if the applicant:

**(A)** owns at least a **twenty-five percent** interest in the subject property with immediate family members;

**(B)** is not a member of a household currently receiving the four percent assessment ratio on another property; and

**(C)** otherwise qualifies for the four percent assessment ratio.

For purposes of this subitem, 'immediate family member' means a parent, child, or sibling.