



This checklist has been developed in accordance with Anderson County Code of Ordinances and South Carolina Code of Laws, Title 31, and Chapter 17.

PURCHASING A USED MOBILE HOME FROM A DEALER

- Tax clearance letter from the Anderson County Treasurer's office. This clearance letter may be issued in the previous owner's name. Location: 401 East River Street. Phone: (864) 260-4033.
- Title properly assigned and reflecting proper sequence of ownership. (If a copy of the title is provided it must be both the front and the back).
- Purchase agreement (Form 500) and a copy of the completed title application (Form 400). NOTE: The mobile home dealer will furnish these forms.
- If the mobile home was repossessed from the previous owner the dealer must provide a copy of the affidavit for repossession from the finance company.
- A copy of the moving permit that was obtained to get the mobile home to the dealer's sales lot.
- Complete name and address of the lien holder, if applicable.
- Tax map number where the home will be located or the exact name of the property owner.
- Approved septic tank permit from DHEC or other approved method of sewage disposal for the intended home site. Applications for septic tank are made with the Development Standards office. Location: 401 East River Street. Phone: (864) 260-4719.
- E-911 address for the location and lot number if located in a mobile home park. To obtain an E-911 address, contact the E-911 addressing office. Location: 401 East River Street, Phone: (864) 260-4392.
- A land Use compliance letter from the Development Standards Department. Location: 401 East River Street, Phone (864) 260-4719
- Name and License number of Mobile Home Contractor/Installer.

Reference our Permit Fee Schedule for Applicable Fees

