



OWNER UPDATE FORM

Please use this form to request the following changes be made to the Assessor's Office property records.

Owner name due to marriage, divorce, or court order

Change of mailing address

Remove exemption – if you no longer reside at this property or qualify for the exemption

Property Owner Name: _____

PIN(s) (found on tax notice)

1.	2.	3.
4.	5.	6.

Change Requested by: _____

A copy of a valid photo ID for verification is required at time of submission.

- Driver's License
- State issued ID
- Passport

An individual who is not the legal property owner must provide documentation to substantiate their relationship to the owner(s) or legal interest in the property when submitting a request:

- Attorney letter or Copy of Power of Attorney stating the relationship to owner
- Will or testamentary documents with their name listed

Main Contact Phone Number: _____

Alternate Phone Number: _____

Email: _____

By submitting this form, you are affirming that you are an owner and/or agent of this property and authorized to make changes to this property

Owner Name Update

This does not transfer ownership of property. This only changes the legal name of deeded owner.

Reason for Change:	Marriage	Court Order
	Divorce	Other

Verifying Legal documentation is required at time of submission (Marriage Certificate, Divorce decree, Court Order, etc.)

Current Owner Name: _____

Updated Owner Name: _____

Change of Mailing Address

Current street address:

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Additional address:

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Current City:

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Current State:

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Current Zip Code:

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New street address:

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Additional address:

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New City:

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New State:

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New Zip Code:

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Remove Legal Residence exemption

- If you no longer reside at this property
- If you no longer qualify for the exemption (SC CODE 12-43-220)

Physical Property Address: _____

Date moved or no longer occupied property address: ____/____/____