INSTRUCTIONS FOR 4% LEGAL RESIDENCE APPLICATION
FOR ANY QUESTIONS CALL THE HORRY COUNTY ASSESSOR’S OFFICE AT
843-915-5040
Other offices will not be able to answer your questions accurately – Call the Assessor’s Office

GENERAL INFORMATION
• You can locate your PIN (personal identification number) here 
  http://www.horrycounty.org/apps/LandRecords
• All questions must be answered completely and all required documents/proof must be supplied
  o Incomplete applications or those missing supporting documents/proof will not be processed
• Provide a written explanation if information/documents are not available
  o We will perform further research and verification and contact you if necessary
• If married, your spouse must agree/accept and provide all required documentation even if he or she has no ownership of the property and/or does not occupy the property

MINIMUM REQUIRED DOCUMENTATION
Attach legible copies of required documents and proof
• SC Driver’s License/Identification card for all owner occupants AND spouse
• SC motor vehicle registration showing current address for all owner occupants AND spouse
  o For company cars – provide registration showing business address
• Copy of SC Voter Registration card for all owner occupants AND spouse
• Tax returns: Redacted copy of first two pages of most recently filed Federal income tax return (1040 and Schedules A, C, E & Form 8829 if applicable) AND Redacted copy most recently filed SC or other state income tax return. For SC income tax returns supply first 3 pages only
  o See example on reverse for how and what to redact on your tax returns
  o Returns for both owner-occupant AND spouse must be supplied
  o If you have filed an extension, provide most recently filed complete federal/state return AND a copy of your filed extension. Your complete returns may be requested later
  o If you have any questions about how we protect your information call the Horry County Assessor’s office at (843) 915-5040
• If separated or divorced: provide court ordered separate support & maintenance agreement or divorce decree
• For active duty MILITARY ONLY- provide the following: Military Identification, copy of current orders, copy of current Leave and Earnings Statement (LES). Redact income information from LES
  o Military members AND their spouses must provide driver’s license(s), vehicle registration(s) and voter registration(s) regardless of where licensed or registered
• Additional documentation must be provided where applicable
  o i.e. copies of: trusts, bond for title, operating agreement for single member LLC’s, etc.
• If you do not have the required documentation and proof but still feel you qualify, call the Assessor’s office and we will be happy to discuss your situation with you

IF YOU HAVE QUESTIONS – CALL THE ASSESSOR’S OFFICE
843-915-5040 or
HOW TO REDACT YOUR TAX RETURNS:
Redact the return as shown (SC and other state returns have similar information to the 1040) using a heavy marker or pen to cover up:
If a line is blank – leave it blank.
If a line is filled in with a zero – leave the zero.
If a line contains an N/A – leave the N/A.
The income amounts (dollar figures) are typically not needed for this process but it is necessary during the approval process for the Assessor’s Office to know if some lines contained data. Therefore, do not cover up the lines with plain paper and do not fold the form when copying to hide the income lines.

If you have any questions about redacting or about what parts of the returns are needed, call the Assessor’s Office at 843-915-5040. Customer service representatives will be happy to assist you and answer your questions.

IF YOU HAVE QUESTIONS – CALL THE ASSESSOR’S OFFICE
843-915-5040
or visit www.horrycounty.org for forms, contacts and further information