

FILING FOR LEGAL RESIDENCE SPECIAL ASSESSMENT (4%)

To get an application: 1) Printed copy from office

2) Downloadable forms

3) Online forms – Single or Multiple Owner application (Application can be completed online and e-signed. Portal will prompt on how to upload documents required.)

INSTRUCTIONS: All questions *must* be answered completely and all required documents/proof *must* be supplied. **Do not email or fax the completed application, original signatures are required.** Mail or hand deliver the application to the address on the application form. We also offer an online submission option.

MINIMUM REQUIRED DOCUMENTATION

Send legible *copies* of required documents and proof – do not send us YOUR original documents. **If questions arise as a result of information provided on this form, you may be contacted for additional documentation or clarification.**

- A) **SC Driver's License/Identification card** for all owner-occupants AND spouse showing address for which you are claiming Legal Residence
 - 1. If Driver's License is "**Limited Term**" you must provide a Permanent Resident (green) card or Notice of Action (I797) showing VISA classification. If TPS or Asylum seeker, provide one of the following: I589, I821, I140, I539 showing application has been received, pending, or accepted.
- B) **SC Motor Vehicle Registration** for all owner-occupants AND spouse showing address for which you are claiming Legal Residence
 - 1. If you do not own a vehicle, you will need to complete form "**Certification of No Vehicles**" and provide 2 of the 3 major utilities (gas, water, power) showing your name/address
 - 2. If you drive a Company Vehicle – provide a valid registration for company vehicle and complete form "**Certification of No Vehicles**", and provide 2 of the 3 major utilities (gas, water, power)
 - 3. If you drive any vehicle (parent, relation) not registered in your name – provide valid registration and complete form "**Certification of No Vehicles**", and provide 2 of the 3 major utilities (gas, water, power)
- C) If married, your spouse must sign and provide all required documentation even if they have no ownership interest in the property and/or do not occupy the property
- D) If you are separated or divorced:
 - 1. If separated, a Court Approved Separate Maintenance Order is required
 - 2. If divorced, Court approved/signed Final Divorce Decree
- E) If property is held in a Trust, provide the relevant sections as listed:
 - 1. Title page of Trust
 - 2. Signature page of Trust
 - 3. Section of Trust which identifies the Guarantors/Settlors attempting to claim Legal Residence as the Income Beneficiary/they control income & principle of the trust during their lifetime.