



Cherokee County Building Safety
110 Railroad Ave, Gaffney SC 29340
Office 864-487-2561 Fax 864-902-1100



MANUFACTURED HOME TAX CLEARANCE FORM

A COPY OF THE MOBILE HOME TITLE or DMV RECEIPT MUST BE ATTACHED

Please make sure this entire form is complete before returning

TAX YEAR: _____

Owner Name: _____

Mailing Address: _____

Phone: _____

Manufactured Home Information

Manufacturer: _____ Make/Model/Year: _____

Serial Number: _____ Title Number: _____

Location Information

Current MH Location: _____ Map # _____

Moving to Location: _____ Map # _____

Additional Comments:

****FLIP OVER TO FILL OUT OTHER SIDE****

Reason For Manufactured Home Permit

Please make sure this entire form is complete before returning

___ MOVING WITHIN THE COUNTY

(TREASURER & DELINQUENT TAX OFFICE CLEARANCE REQUIRED FOR MOVING WITHIN THE COUNTY)

Treasurer's Office - CURRENT TAX STATUS

Receipt Number: _____ Due Date: _____ Paid: **YES** or **NO**

Treasurer's Signature: _____

Delinquent Tax Office - NO DELINQUENT TAXES OWED

Receipt Number: _____ Paid: **YES** or **NO**

Delinquent Tax's Signature: _____

___ MOVING OUT OF CHEROKEE COUNTY

___ DEMOLITION

___ MOVING TO DEALERSHIP

___ OTHER _____

(TAX OFFICE CLEARANCE REQUIRED FOR MOVING OUT OF THE COUNTY)

Step 1. Assessor's Office -Required signature and any supporting documentation for Auditor's office needed to create tax bill.

Assessor's Signature: _____

Step 2. Auditor's Office – Print or Create Tax Bill.

Receipt Number: _____ Auditor's Signature: _____

Step 3. Treasurer's Office – Pay & Collect Paid Tax Receipt

Paid: **YES** **NO** **N/A** Treasurer's Signature: _____

Step 4. Delinquent Tax Office – Pay & Collect Paid Tax Receipt

Paid: **YES** **NO** **N/A** Delinquent Tax Signature: _____

Step 5. Return to Building Codes with your SIGNED documents and PAID tax receipt.