HOW TO: FILE FOR YOUR 4% OWNER OCCUPANCY EXEMPTION

LAURENS COUNTY

WHAT IS AN OWNER OCCUPANCY EXEMPTION?

Laurens County allows you to claim (1) residence as a primary residence and receive a reduced property tax rate. If your home loan was structured as your primary residence, we have already allotted your property taxes at this lower amount with the assumption you will apply for this exemption. Confirm with your Mortgage Planner if you are unsure about this exemption.

This lower rate is not automatic; therefore, you must apply for it as the default is the 6% commercial rate. Failure to complete the 4% rate application would result in an approximate two-thirds increase of your property tax bill so **PLEASE DO NOT FORGET TO DO THESE STEPS!**

STEP ONE:

- Go to any SC DMV and update your driver's license and vehicle registration to reflect your new property address. You can Google "SC DMV Locations" to find the nearest location and any SC DMV location can provide this service.
    - **Items Needed:** your Closing Disclosure (CD) from your closing, which was the form with the final numbers and should be provided by your Closing Attorney, or we can provide an unsigned copy upon request

STEP TWO:

- Wait approximately (3) weeks from your closing date to go to the County Assessor's Office
    - **Address:** 100 Hillcrest Square D, Laurens, SC 29360, Open 9:00am-5:00pm Monday through Friday
    - **Items Needed: #1** your Closing Disclosure (CD); **#2** an updated Driver's License with your new address; **#3** your vehicle registration with your new address
        - Additional Special Circumstances per Laurens County:
            - If divorced or separated, a copy of the Final Divorce Decree or Court Approved Separate Maintenance and Support Order may be required.
            - Members of the Military, provide a copy of current Military Orders, Military ID (Military permanent duty station must be in South Carolina)
            - If you sold a prior, primary residence in SC - take the Closing Disclosure from that sale as well
    - **Timeline:** By law you have until 12/31 of the year you close to file this, but tax rolls close on 10/1 - so we STRONGLY recommend you go prior to 10/1 of the year in which you close on your home. If your closing falls after 10/1, go to the County Courthouse as quickly as you are able after closing

The above is all you need to ensure you receive the lowest property tax rate. We **STRONGLY** recommend you do this process in person as it is a very costly oversight if not filed.

864.569.0741
400 Executive Center Drive, Suite 108
Greenville, SC 29615

CL TEAM

A DIVISION OF Luminate Bank