

*Property Owner Instructions*  
for the Pledge of Real Estate for Surety Bond process

**\*Some important things to know before you begin this process\***

- Steps 2-5 below must be completed **on the same business day**
  - The property that you wish to post for bond must be:
    1. Located in Greenville County. Per South Carolina Court Administration, property located in another county or out-of-state **is not** appropriate for such a pledge.
    2. For Greenville County criminal charges
1. **Obtain the “Instructions for Pledge of Real Estate for Surety Bond” packet** from the Clerk of Court’s office Criminal Records or at [www.greenvillecounty.org](http://www.greenvillecounty.org) (Popular Services, then Clerk of Court, then Criminal – General Sessions, then Approval of Surety Bonds). Complete the following forms:
    - Application for Pledge of Real Estate for Surety Bond
      - This document will be retained by the Clerk of Court’s Office.
      - Warrant, charge, and bond amount information for incarcerated inmates in the Greenville County Detention Center may be found on [www.greenvillecounty.org](http://www.greenvillecounty.org), Popular Services, then Public Safety, then Incarcerated Inmates.
    - Notice of Pledge of Real Estate
  2. **Retain an attorney to:**
    - Conduct a title search on the real estate that you wish to post (the search must go back 62 years from the current date) **AND**
    - Complete a title of opinion letter *or* a Certificate of Value of Real Estate for Bond (included in packet). The document must contain the Tax Map #, a Legal Description of Property, and any property liens, mortgages, judgments, or encumbrances **AND**
    - Complete the “Probate” form (included in packet)
  3. **Obtain/File paperwork at County Square** (301 University Ridge, Greenville 29601)
    - Go to **Real Property Services** (suite 1000) to obtain a certified copy of the assessment roll on property. (The value of the property must be based upon the appraised value by the County Tax Assessor.) There may be a charge for this copy.
    - Go to the **Register of Deeds Office** (suite 1300) to file the completed Notice of Pledge of Real Estate form, the Certificate of Value for Bond/Opinion Letter, the Probate form, and the certified copy of the assessment roll. Filing fee is \$25.00.

4. **Return to the Greenville County Courthouse** (Criminal Records office, 2<sup>nd</sup> floor) to complete the Pledge of Real Estate procedure (**all property owners must be present for this transaction**).
  - Bring the documents you just filed with the Register of Deeds.
  - Bring your government-issued picture ID (driver's license)
  - Be prepared to pay a \$10 filing fee.
  - The Clerk of Court will retain the original documents and will provide the property owner(s) with 2 clocked copies – one for their records and one to present to the appropriate judicial official for posting of bond.
  
5. **To Present the Property to Post the Bond:**
  - Monday thru Friday between the hours of 10 am and 4 pm, go to the Law Enforcement Center, 4 McGee Street, Room 116A. Phone 467-5315.
  - After 5 pm and on weekends, go to the Greenville County Detention Center at 20 McGee Street, Bond Court side of the building. Phone 467-2402
  
6. **Releasing Pledged Property.** Once the case(s) for which the property has been pledged has been disposed, the property will need to be released. *This is not an automatic process.* You must request a Release of Pledge of Property from the Clerk of Court's Office.
  - If the charge was disposed of in magistrate/municipal (summary) court, property owner(s) must provide certified proof of disposition from the magistrate/municipal court.
  - If the charge was disposed of in General Sessions (circuit) court, no proof of disposition is required, however the warrant and/or indictment numbers for the case(s) must be provided so the disposition can be verified.
  - The Clerk of Court's Office will prepare the Release of Pledge of Property form for you at no charge. Property owner(s) or their representative must file the Release of Pledge of Property with the Register of Deeds Office. Be prepared to pay a filing fee of \$10.