

# Greenville County Register of Deeds Recording Requirements & Fees

## General Guidelines

The following guidelines are specifically for Greenville County and may not be applicable in other counties.

- Names must be typed under signatures to allow for proper indexing.
- Do not include personal identification numbers or account numbers on documents for security purposes.
- If mailing documents for recording, provide a self-addressed stamped envelope or payment for postage.
- Present documents in correct order to record.
- Leave no blanks in derivation. Book and page are not required; only recording date and previous grantor(s) name are required.
- Use black or dark blue ink on all documents. No highlighting on documents.
- Documents should be 8.5 x 11 or 8.5 x 14 inches (except for plats).
- Leave a 1.5" margin at the top & bottom of documents for the recording stamp.

## Requirements & Fees

For your convenience, you may click one of these links to quickly access a specific section:

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<u>Document Type</u>	<u>Recording Requirements</u>	<u>Fee</u>
<b>Deed Documents</b>		
Deed Deed of Distribution (no tax charged) Quit Claim Deed	<ul style="list-style-type: none"> <li>• Signature of grantor (seller)</li> <li>• Name and address of grantee (buyer)</li> <li>• Derivation clause (except quit claim &amp; deed of distribution)</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> <li>• Property description (plat book &amp; page <u>or</u> metes &amp; bounds)</li> <li>• Tax map number</li> <li>• Affidavit, if necessary</li> </ul>	\$10.00 – One to four pages \$1.00 – Each additional page Tax – \$3.70 per thousand dollars (state: \$2.60 & county: \$1.10)
Bond for Title Land Contract Lease Memorandum of Lease	<ul style="list-style-type: none"> <li>• Signature of all parties</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> <li>• Property description</li> </ul>	\$10.00 – One to four pages \$1.00 – Each additional page
Easement Right of Way	<ul style="list-style-type: none"> <li>• Signature of grantor</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> <li>• Property description</li> <li>• Affidavit, if consideration is mentioned</li> </ul>	\$10.00 – One to four pages \$1.00 – Each additional page
Restrictive Covenants	<ul style="list-style-type: none"> <li>• Signature &amp; title of officer</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> </ul>	\$10.00 – One to four pages \$1.00 – Each additional page

<b>Mortgage Documents</b>		
Mortgage	<ul style="list-style-type: none"> <li>• Signature of mortgagor (borrower)</li> <li>• Name and address of mortgagee (lender)</li> <li>• Derivation clause</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> <li>• Property description</li> </ul>	\$10.00 – One to four pages \$1.00 – Each additional page
Assignment of Mortgage	<p>– <b>If filed separate from original mortgage:</b></p> <ul style="list-style-type: none"> <li>• Original mortgage book &amp; page</li> <li>• Recording date of original mortgage</li> <li>• Name of mortgagor</li> <li>• Name and address of mortgagee/assignee</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> </ul> <p>– <b>If filed attached to mortgage:</b></p> <ul style="list-style-type: none"> <li>• Two witnesses</li> <li>• Does not require another SC probate or acknowledgement</li> </ul>	\$6.00 – First page \$1.00 – Each additional page
Extension of Mortgage Modification of Mortgage Subordination of Mortgage	<ul style="list-style-type: none"> <li>• Signature of applicable party</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> <li>• Book &amp; page of original mortgage</li> <li>• Book &amp; page of document being subordinated (if applicable)</li> </ul>	\$6.00 – First page \$1.00 – Each additional page
Rescission of Mortgage Satisfaction	<ul style="list-style-type: none"> <li>• Form from Register of Deeds completely filled out, signed, witnessed &amp; notarized</li> </ul>	\$6.00 – First page \$1.00 – Each additional page
Notice of Lien	<ul style="list-style-type: none"> <li>• Signature of applicable party</li> <li>• Name of property owner</li> <li>• Property description or address</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> </ul>	\$10.00 – One to four pages \$1.00 – Each additional page
Notice of Pledge of Real Estate	<ul style="list-style-type: none"> <li>• Form from Clerk of Court completely filled out, signed, witnessed &amp; notarized</li> <li>• Copy of deed</li> </ul>	\$10.00 – One to four pages \$1.00 – Each additional page
<b>Powers of Attorney</b>		
Power of Attorney	<ul style="list-style-type: none"> <li>• Signature of principal</li> <li>• Name of party being given power of attorney or being revoked</li> <li>• SC Probate or Acknowledgement</li> <li>• Two witnesses</li> </ul>	\$15.00 – One to four pages \$1.00 – Each additional page
Cancellation of POA Resignation of POA Revocation of POA	<p>– <b>If stated on original:</b></p> <ul style="list-style-type: none"> <li>• Signature of principal</li> <li>• One witness</li> <li>• Date of revocation</li> </ul> <p>– <b>If using separate document:</b></p> <ul style="list-style-type: none"> <li>• Signature of principal</li> <li>• Two witnesses</li> <li>• Names of parties</li> <li>• SC Probate or Acknowledgement</li> <li>• Book &amp; page of original power of attorney</li> </ul>	\$15.00 – One to four pages \$1.00 – Each additional page

Releases/Satisfactions		
Release of Deed Release of Mortgage Release of Mechanics Lien	<ul style="list-style-type: none"> <li>• Book &amp; page of original document</li> <li>• Names of parties</li> <li>• Signature of party releasing property</li> <li>• Description of property being released</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> </ul>	\$6.00 – First page \$1.00 – Each additional page
Satisfaction of Mortgage Satisfaction of HOA Lien	<p>– <b>If stated on original:</b></p> <ul style="list-style-type: none"> <li>• Signature of authorized representative</li> <li>• Title of authorized representative</li> <li>• One witness</li> <li>• Date of satisfaction</li> </ul> <p>– <b>If using satisfaction form:</b></p> <ul style="list-style-type: none"> <li>• Two witnesses</li> <li>• Date of satisfaction</li> <li>• Book &amp; page of original mortgage</li> <li>• Signature &amp; title of authorized representative</li> <li>• SC Probate or Acknowledgement</li> <li>• Separate bona fide owner statement</li> </ul>	\$5.00
Satisfaction of Deed Document	<ul style="list-style-type: none"> <li>• Same as mortgage satisfaction, except all parties must sign</li> </ul>	\$10.00
Satisfaction of Mechanics Lien	<p>– <b>If stated on original:</b></p> <ul style="list-style-type: none"> <li>• Signature of attorney or party claiming lien</li> <li>• One witness</li> <li>• Date of satisfaction</li> </ul> <p>– <b>If using separate document:</b></p> <ul style="list-style-type: none"> <li>• Signature of attorney or by party claiming lien</li> <li>• Book and page of original mechanic's lien</li> <li>• Names of all parties from original lien</li> <li>• Date of satisfaction</li> </ul>	\$5.00
Mechanics Liens		
Mechanics Lien	<ul style="list-style-type: none"> <li>• Signature of attorney or party claiming lien</li> <li>• Property description</li> <li>• Statement of accounts</li> <li>• Notarized</li> <li>• Affidavit of Service (may be recorded separately)</li> <li>• Per SC Code 29-5-120: Unless suit is commenced, and a notice of pendency of the action is filed within six months after the person ceases labor or furnish labor or materials the lien is dissolved. (Suit is filed with the Clerk of Court.)</li> </ul>	\$10.00 – One to four pages \$1.00 – Each additional page
Separate Affidavit of Service of Mechanics Lien	<ul style="list-style-type: none"> <li>• Signed by process server</li> <li>• Book &amp; page of mechanic's lien</li> <li>• Notarized</li> <li>• Names of parties served</li> </ul>	\$6.00 – First page \$1.00 – Each additional page

Mechanics Lien Release by Bond	<ul style="list-style-type: none"> <li>– <b>Surety Bond:</b> <ul style="list-style-type: none"> <li>• Amount of bond</li> <li>• Book &amp; page of mechanic’s lien</li> <li>• Copy of power of attorney of bonding company</li> </ul> </li> <li>– <b>Cash Bond:</b> <ul style="list-style-type: none"> <li>• Cashier’s check payable to Greenville County</li> <li>• Book &amp; page of mechanic’s lien</li> <li>• Money is held until court order or letter signed by both parties or their attorneys is received by ROD</li> </ul> </li> </ul>	Amount claimed in lien times 1.333
Notice of Project Commencement	<ul style="list-style-type: none"> <li>• Contractor’s signature</li> <li>• Notarized</li> <li>• Location of project</li> <li>• Description of improvement(s) being made</li> </ul>	\$15.00
<b>Plats</b>		
Large Plat (larger than 8.5x14; up to 24x36)	<ul style="list-style-type: none"> <li>• Surveyors embossed seal and signature</li> <li>• County plats must be approved by Planning Commission before recording unless certified by surveyor that it is not a subdivision.</li> <li>• City of Greer/City of Greenville plats must be approved by appropriate city engineer if approval is required.</li> <li>• Subdivision plats: <ul style="list-style-type: none"> <li>○ If plat shows new roads, it must be accompanied by Road Dedication (no fee if recorded with plat).</li> <li>○ If roads are private, it must have a statement on plat.</li> <li>○ If plat is a revision, it must be stamped revised and dated.</li> </ul> </li> </ul>	\$10.00
Small Plat (up to 8.5x14)	<ul style="list-style-type: none"> <li>• Same as large plat</li> </ul>	\$5.00
<b>Manufactured Homes</b>		
Manufactured Home Affidavit	<ul style="list-style-type: none"> <li>• Form from Real Property Services completely filled out, signed, witnessed &amp; notarized</li> <li>• Copy of deed</li> <li>• Copy of certificate of final inspection</li> </ul>	\$10.00 – One to four pages \$1.00 – Each additional page
Manufactured Home Lien	<ul style="list-style-type: none"> <li>• Form from Real Property Services completely filled out, signed, witnessed &amp; notarized</li> <li>• Legal description</li> <li>• Copy of deed</li> </ul>	\$10.00 – One to four pages \$1.00 – Each additional page
Manufactured Home Satisfaction of Lien	<ul style="list-style-type: none"> <li>• Form from Real Property Services completely filled out, signed, witnessed &amp; notarized</li> </ul>	\$5.00
<b>Financing Statements</b>		
UCC1	<ul style="list-style-type: none"> <li>• Debtor name</li> <li>• Secured party name</li> <li>• Property description (physical address is acceptable)</li> <li>• Box must be marked for real estate</li> </ul>	\$8.00 – One to two pages \$2.00 – Third page \$1.00 – Each additional page

Amendment of UCC Continuation of UCC Release of UCC Termination of UCC	<ul style="list-style-type: none"> <li>• Debtor name</li> <li>• Secured party name</li> <li>• File number, book &amp; page, and date of original UCC and all continuations</li> <li>• Check appropriate box for amendment, continuation, etc.</li> </ul>	<p>\$8.00 – One to two pages</p> <p>\$2.00 – Third page</p> <p>\$1.00 – Each additional page</p>
Public Finance Transaction Manufactured Home Transaction	<ul style="list-style-type: none"> <li>• Debtor name</li> <li>• Secured party name</li> <li>• Property description (physical address is acceptable)</li> <li>• Box must be marked for real estate</li> </ul>	\$20.00
<b>Miscellaneous</b>		
Certified Copy of Death Certificate	<ul style="list-style-type: none"> <li>• Filed for joint tenancy with right of survivorship &amp; termination of life estate</li> </ul>	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Disclosure Statement	<ul style="list-style-type: none"> <li>• Form from County Codes completely filled out, signed, witnessed &amp; notarized</li> </ul>	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Road Dedication	<ul style="list-style-type: none"> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> <li>• Recording fee waived when accompanied by subdivision plat</li> </ul>	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Other Miscellaneous Documents	<ul style="list-style-type: none"> <li>• Signature of applicable parties</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> </ul>	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>