

## **Greenville County Register of Deeds General Recording Requirements**

### **Deeds & Mortgages**

1. Signature of grantor (seller)/mortgagor (borrower) – check signatures against typing
2. Name and address of grantee (buyer)/mortgagee (lender)
3. Derivation clause
4. Two witnesses
5. SC Probate or Acknowledgement
6. Property description – must have plat book & page *or* metes & bounds
7. Tax map number – only on deeds not mortgages

### **Deeds of Distribution/Quit-Claim Deeds**

1. Same requirements as deeds except does not need derivation clause

### **Assignment of Mortgage**

– *If filed separate from original mortgage*

1. Must have original mortgage book and page reference
2. Date original mortgage was recorded
3. Name of mortgagor
4. Name and address of mortgagee/assignee
5. Two witnesses
6. SC Probate or Acknowledgement

– *If filed attached to mortgage as additional page*

1. Must have two witnesses
2. Does not require another SC probate or acknowledgement

### **Modification of Mortgage**

1. Must have original mortgage book and page reference
2. Name of mortgagor and mortgagee
3. Two witnesses to signatures
4. SC Probate or Acknowledgement

### **Satisfaction of Mortgage**

– *If stated on original*

1. Signature of authorized representative
2. Title of authorized representative
3. One witness
4. Date of satisfaction

– *If original has been lost*

1. Must be on a lost satisfaction form (can also be used for satisfaction of HOA liens)
2. Must have two witnesses
3. Date of satisfaction
4. Book and page of mortgage being satisfied
5. Signature of authorized representative & their title
6. SC Probate or Acknowledgement
7. Separate bona fide owner statement

### **Mortgage/Deed Releases**

1. Book and page of original document
2. Grantor/Grantee or Mortgagor/Mortgagee names
3. Signature of party releasing document
4. Two witnesses
5. Acknowledgement or probate

**Notice of Lien** – filed in mortgage book

1. Same requirements as mortgages *except*:
2. Does not need a derivation clause
3. Does not need a legal description – property address is sufficient

**Bond for Title** – filed in deed book

1. Must be signed by grantor *and* grantee
2. Two witnesses to signatures
3. SC Probate or Acknowledgement
4. Property description
5. Does not need a derivation clause
6. Does not need a grantee address

**Power of Attorney**

1. Signature of principal
2. SC Probate / Acknowledgement
3. Two witnesses to signature

**Plats**

1. Plats should be between 8 ½ X 11 to 24 X 36
2. Surveyors embossed seal and signature
3. Must be approved by Planning Commission before recording unless certified by surveyor that it is not a subdivision
4. Must be recorded within seven days of approval date

**Subdivision Plats**

1. Same as above *except*:
2. If plat shows new roads, it must be accompanied by Road Dedication
3. If roads are private, it must have a statement on plat
4. If plat is a revision, it must be stamped revised and dated
5. Must be approved by Planning Commission

**Road Dedication**

1. Must have two witnesses
2. Must have a SC Probate/Acknowledgement
3. Does not require recording fees *only when accompanied by subdivision plat*

**Notice of Project Commencement**

1. Must be signed by contractor
2. Must be notarized
3. Location of project
4. Description of improvement(s) being made

**Mechanic's Lien**

1. Must be signed by attorney or party claiming lien
2. Property description
3. Statement of accounts
4. Affidavit of Service
5. Should be notarized

**Mechanic's Lien Release by Bond**

1. Amount due is one and one-third (1.333) times amount claimed in lien
2. Surety Bond – executed by surety company
  - a. Amount of bond
  - b. Book and page reference of mechanic's lien
  - c. Copy of power of attorney of bonding company attached
3. Cash Bond
  - a. Cashier's check payable to Greenville County
  - b. Book and page reference of mechanic's lien
  - c. Money held till court order or letter signed by both parties or their attorney's

**Satisfaction of Mechanic's Lien**

*– If stated on original*

1. Signature of authorized representative
2. One witness
3. Date of satisfaction

*– If original has been lost*

1. Signature of attorney or by party claiming lien
2. Must give book and page of original mechanic's lien
3. Date of satisfaction
4. Notarized