



Office of the Register of Deeds

Timothy L. Nanney
Register of Deeds

301 University Ridge
Suite 1300
Greenville, SC 29601
(864) 467-7240

July 15, 2006

Identity theft is a growing problem. Your Register of Deeds Office takes this threat seriously. We are acting proactively to reduce the risk of identity theft for our customers. We have added a hot link on our web page so customers can contact us directly if they see a social security or other account number in our online records. We redact all social security numbers we see prior to scanning. We also encourage the public to never record documents with these numbers. You too can help prevent identity theft by encouraging your customers and peers to eliminate the use of social security numbers in public records.

On June 30th we closed fiscal year 2006. Although documents recorded increased by less than 10%, the revenue you helped us collect through fees and document stamps increased by over 25%. Greenville County's ROD office collected over \$1,000,000.00 more deeds stamps this year than last year! For FY06 the states portion of deeds stamp exceeded \$9.4 million, while the county's portion was just over \$5.6 million. We did this while reducing our overall office expenses by more than \$35,000.

We want to encourage you to help us speed up our recording process. Here are 6 easy steps you can take to help us record your documents more quickly:

1. Provide return address information on the back of documents **before** submitting them for recording.
2. Present documents in correct order to recorders.
3. Leave no blanks to fill in for derivation. Book and page are **not required**, only recording date and previous grantor(s) name are required.
4. Tender correct payment – Please see the tools and reference material on the ROD website. **Everything you need to submit exact payment is available on our webpage.**
5. Review documents for accuracy and completeness prior to submitting. Recording requirements are available on our web page. (http://www.greenvillegov.org/Register_Of_Deeds)
6. Leave at least a 1 inch margin at the top and bottom of both the first and last page of **every** document.

We look forward to working with you and listening to your feedback as we continue to improve your Register of Deeds Office.

Thank you,

Timothy L. Nanney
County of Greenville
Register of Deeds