



Office of the Register of Deeds

Timothy L. Nanney
Register of Deeds

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

Letter to Stakeholders – April 2006

Do you know about the new tools and information available at our website www.greenvillecounty.org/Register_Of_Deeds/? One important area to visit often is our “Announcement Corner” on the home page. We will keep timely and helpful announcements there for you. We have also recently added a deed stamps calculator to help you send checks in the correct amount along with many other new features.

We are continuing to search for ways to better serve you. One interesting idea we discovered while visiting the ROD office in Beaufort County was a “drop-box”. We are excited to offer this service to you starting May 1st. This is not required. Customers recording documents will have the option of simply dropping their documents into a basket at the side counter. After the recording process is complete, we will place your receipt and documents in your return file. No need to wait! You can view your document online by close of business on the day you drop it off.

For those who wish to use the drop box, we ask that you follow these simple guidelines:

- 1) Make sure your documents are complete. Any documents that are not complete will be returned in your folder with a rejection letter.
- 2) Please provide exact payment in the form of a check. We also ask that you please authorize use of your escrow account in case the check is under or over.
- 3) Please double check documents and payment for accuracy – we lose the benefit of the drop box if we continuously have to return documents for correction.
- 4) Do not leave blanks in the derivation. Book and page are not required, only recording date and previous grantor(s) name are required.

We realize in a race state, not everyone will be willing or able to use the drop-box. However, there are many documents, such as satisfactions, that are easily adaptable to the drop box process.

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 Nanney
County of Greenville
Register of Deeds