



Office of the Register of Deeds

Timothy L. Nanney
Register of Deeds

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

February 6, 2006

The “Go Live” date for our new recording software is just 2 weeks away. Staff and public user training is ongoing, as we finish the conversion process. If you have not signed up for training and would like to, please call us as soon as possible.

There will obviously be some process changes that will impact how we do business going forward. The following list covers the substantial changes impacting our stakeholders:

1. Fees and stamps will be paid at ROD. There will be no need to go to Treasurer’s office.
2. Book & page numbers will appear on the first and last page only on the original document that we return to you, however, the official public record will have book & page numbers on every page.
3. Computer generated receipts will be issued for every transaction. Receipts will include relevant information about the recording including the book & page, document number, consideration, and fees.
4. Escrow accounts will be available. Accounts can be used to offset unexpected shortages when recording, or to load money for the printing keys. We will not be accepting IOU’s. Your escrow account balance will be sent to you quarterly and by request.
5. Document check-out will no longer be required – for those who wish to check out documents, the check-out system will still be available on a voluntary basis.
6. Tax Map Numbers must be on deeds in order to be recorded - effective February 14th.

The transition team has been working hard during this past year to bring you the best possible recording system. We are confident we have the best system available, and we know we have the best ROD staff anywhere. We ask for your patience and understanding as we “Go Live” on February 20th. As always, your feedback is encouraged and appreciated.

Thank you

Timothy Nanney
Register of Deeds