

Greenville County Register of Deeds' Indexing Standards

(Updated September 2009)

****When unsure about the spelling or indexing of a name, abstractors are advised to search all possible variations****

1. All entries are indexed as they appear on the document.
2. Grantor/Mortgagor name will be indexed as it is typed or printed under the signature.
3. Grantee/Mortgagee name will be indexed as it appears on the form.
4. Spaces replace periods and commas used in names (Example: A.B.C. Company is indexed A B C Company); however, if the name is together, it will be indexed together (Example: ABC Company).
5. The following are not indexed: commas, semi-colons, colons, parentheses, and quotation marks.
6. Apostrophes, hyphens, and periods will be used only when it is part of the name
 - Example: O'Riley or Hill's Mortgage Company or Cameron-Brown Company or DITECH.COM
7. Articles (a, an, the) will appear at the end of a name
8. Frequently used abbreviations: DBA (doing business as), AKA (also known as), NKA (now known as), FKA (formerly known as), or POA (power of attorney)
9. All foreign names are assumed to have a given name and a surname.
 - Example: "Ah Ho Chen" is indexed: last name = Chen, first name = Ah, middle name = Ho
10. A number is never converted to being spelled out.
 - Example: Five Points Inc is never indexed 5 Points Inc
11. A roman numeral is never converted to a number.
 - Example: V is never indexed 5
12. Human names in a non-human (company) entry are not reversed.
 - Example: J P Stevens and Company is not indexed as Stevens J P and Company
13. Power of attorneys will not be indexed in the names of successor power of attorneys. The name of the person given power of attorney will have "et al" (meaning "and others") after their name letting you know that successor power of attorneys are listed on the document.
14. Non-human (company) names containing the words "Mount", "Mt", "Saint", or "St" are indexed as they appear on the document and are not converted to either an abbreviation or full form.
15. Names of corporations, companies or partnerships are indexed only in the name of the corporation, company, or partnership without punctuation.
 - Example: Stone Manufacturing Company, a South Carolina Corporation is indexed as Stone Manufacturing Company
 - Example: American Federal Bank, FSB is indexed as American Federal Bank FSB
 - Example: Wells Fargo Bank, N.A. is indexed as Wells Fargo Bank N A
16. Company names are indexed by the now known as name only on mortgage and satisfaction documents. Deed documents are indexed as both the formerly known as and now known as names.
17. Trustee names and personal representative names are indexed as well as trust name and estate name.
 - Exception: Church trustees are not indexed
 - Exception: Personal representatives on deed of distributions are not indexed
18. When searching, the collating sequence of characters is signs and symbols first, numbers second, and alphabet listed last.