

Greenville County Register of Deeds Recording Requirements & Fees

General Guidelines

The following guidelines are specifically for Greenville County and may not be applicable in other counties.

- Names must be typed under signatures to allow for proper indexing.
- Do not include personal identification numbers or account numbers on documents for security purposes.
- If mailing documents for recording, provide a self-addressed stamped envelope.
- Present documents in correct order to record.
- Leave no blanks in derivation. Book and page are not required; only recording date and previous grantor(s) name are required.
- Only one transaction (satisfaction, assignment, etc) is permitted per document.
- Use black or dark blue ink on all documents. No highlighting on documents.
- Documents should be 8.5 x 11 or 8.5 x 14 inches (except for plats).
- Leave a 1.5" margin at the top & bottom of documents for the recording stamp.

Requirements & Fees

For your convenience, you may click one of these links to quickly access a specific section:

Deed Documents Mortgage Documents Powers of Attorney Releases & Satisfactions Mechanics Liens	Plats Manufactured Homes Financing Statements Miscellaneous
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Prerequisites to Recording Section [30-5-30](#)

Recording Fee Schedule Section [8-21-310](#)

<u>Document Type</u>	<u>Recording Requirements</u>	<u>Fee</u>
Deed Documents		
Deed Deed of Distribution (no tax charged) Quit Claim Deed	<ul style="list-style-type: none"> • Signature of grantor (seller) • Name and address of grantee (buyer) • Two witnesses • SC Probate or Acknowledgement • Property description (plat book & page, metes & bounds) • Derivation clause (Not required for Quit claim deed & Deed of distribution) • Tax map number • Affidavit of consideration when applicable 	\$15.00 Tax – \$3.70 per thousand dollars (state: \$2.60 & county: \$1.10) Deed Tax Calculator
Bond for Title Land Contract *Lease	<ul style="list-style-type: none"> • Signature of all parties • Two witnesses • SC Probate or Acknowledgement • Property description (physical address is acceptable) • *Does not require a property description 	\$25.00

Easement Right of Way	<ul style="list-style-type: none"> • Signature of grantor • Two witnesses • SC Probate or Acknowledgement • Property description • Affidavit of consideration when applicable 	\$25.00 Tax – \$3.70 per thousand dollars (state: \$2.60 & county: \$1.10)
Restrictive Covenants	<ul style="list-style-type: none"> • Signature and entity name 	\$25.00
Miscellaneous deed documents not mentioned above	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement 	Prices range from \$10.00-\$25.00
Mortgage Documents		
Mortgage	<ul style="list-style-type: none"> • Signature of mortgagor (borrower) • Name and address of mortgagee (lender) • Two witnesses • SC Probate or Acknowledgement • Property description • Derivation clause 	\$25.00
Assignment of Mortgage	<p>– If filed separate from original mortgage:</p> <ul style="list-style-type: none"> • Original mortgage book & page • Recording date of original mortgage • Name of mortgagor • Name and address of mortgagee/assignee • Two witnesses • SC Probate or Acknowledgement <p>– If filed attached to mortgage:</p> <ul style="list-style-type: none"> • Two witnesses • Does not require another SC probate or acknowledgement 	\$10.00
Extension of Mortgage Modification of Mortgage Assumption Agreement *Subordination of Mortgage	<ul style="list-style-type: none"> • Signature of applicable party • Two witnesses • SC Probate or Acknowledgement • Book & page of original mortgage(s) • *Book & page of document being subordinated 	\$10.00
Rescission of Mortgage Satisfaction 29-3-345	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement • Name of mortgagor and mortgagee • Book & page of satisfaction being rescinded • Book, page & date of original mortgage 	\$10.00
Notice of Lien	<ul style="list-style-type: none"> • Signature of applicable party • Name of property owner • Two witnesses • SC Probate or Acknowledgement • Property description or address 	\$25.00
Notice of Pledge of Real Estate	<ul style="list-style-type: none"> • Forms from Clerk of Court completely filled out, signed, witnessed and notarized • Copy of deed 	\$25.00
Miscellaneous mortgage document not mentioned above	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement 	Prices range from \$10.00-\$25.00

Powers of Attorney		
Power of Attorney	<ul style="list-style-type: none"> • Signature of principal • Name of party being given power of attorney • Two witnesses • SC Probate or Acknowledgement 	\$25.00
Revocation of POA (cancellation)	<p>– If stated on original:</p> <ul style="list-style-type: none"> • Signature of principal • One witness • Date of revocation <p>– If using separate document:</p> <ul style="list-style-type: none"> • Signature of principal • Names of parties • Two witnesses • SC Probate or Acknowledgement • Book and page of original power of attorney 	\$10.00
Releases/Satisfactions		
Deed Release Mortgage Release Mechanics Lien Release	<ul style="list-style-type: none"> • Book & page of original document • Names of parties • Signature of party releasing property • Two witnesses • SC Probate or Acknowledgement • Description of property being released 	\$10.00
Satisfaction of Deed Document	<p>– If stated on original deed document:</p> <ul style="list-style-type: none"> • Date of satisfaction • Signature of authorized representative • One or more witnesses <p>– If using separate document:</p> <ul style="list-style-type: none"> • Date of Satisfaction • Book and page of original deed document • Name of grantor(s) • Signature of authorized representative • Two witnesses • SC Probate or Acknowledgement 	\$10.00
Satisfaction of Mortgage Satisfaction of HOA Lien	<p>If stated on original:</p> <ul style="list-style-type: none"> • Date of satisfaction • Signature of authorized representative • One or more witnesses • SC Probate or Acknowledgement <p>– If using satisfaction form:</p> <ul style="list-style-type: none"> • Date of Satisfaction • Book and page of original mortgage • Name of mortgagor(s) • Signature of authorized representative • Two witnesses • SC Probate or Acknowledgement 	\$10.00

Satisfaction of Mechanics Lien	<ul style="list-style-type: none"> – If stated on original: <ul style="list-style-type: none"> • Date of satisfaction • Signature of attorney or party claiming lien • One witness – If using separate document: <ul style="list-style-type: none"> • Date of satisfaction • Signature of attorney or party claiming lien • Book and page of original mechanic's lien • Names of all parties from original lien 	\$10.00
Satisfaction of Bond for Title and Land Contract	<ul style="list-style-type: none"> • Same as mortgage satisfaction except all parties must sign. 	\$10.00
Mechanics Liens		
Mechanics Lien See SC Code 29-5	<ul style="list-style-type: none"> • Signature of attorney or party claiming lien • Property description • Statement of accounts • Notarized • Affidavit of Service (may be recorded separately) • To file a mechanics' lien, a contractor must provide the County Clerk of Court or Register of Deeds proof that he is licensed or registered if he is required by law to be licensed or registered. As proof of licensure or registration, the contractor must record his contractor license number or registration number on the lien document when the lien document is filed. 	\$25.00
Separate Affidavit of Service	<ul style="list-style-type: none"> • Signed by process server • Book and page of mechanic's lien and names of all parties • Notarized • Names of parties served 	\$10.00
Mechanics Lien Release by Bond	<ul style="list-style-type: none"> – Surety Bond: <ul style="list-style-type: none"> • Amount of bond • Book and page of mechanic's lien and name of all parties • Copy of power of attorney of bonding company – Cash Bond: <ul style="list-style-type: none"> • Cashier's check payable to Greenville County • Book and page of mechanic's lien and name of all parties • Money is held until a disbursement is recorded and check generated by County Treasurer – Disbursement: <ul style="list-style-type: none"> • Book and Page and name of all parties from original lien and bond • Check amount and party payable to • Signature by applicable party • Disbursement check must be signed for once check has been generated by the Treasurer. 	\$10.00 Amount claimed in lien times 1.333 Cash Bond Calculator
Notice of Project Commencement	<ul style="list-style-type: none"> • Name and address of person filing the notice and the owner/developer • Location of project • Description of improvement(s) being made 	\$15.00

Manufactured Homes		
Manufactured Home Affidavit	<ul style="list-style-type: none"> Form from DMV completely executed Copy of deed Copy of certificate of final inspection (Suite 4100) 	\$25.00
Manufactured Home Lien	<ul style="list-style-type: none"> Form from DMV completely executed Legal description 	\$25.00
Manufactured Home Satisfaction of Lien	<ul style="list-style-type: none"> Form from DMV completely executed 	\$25.00
Severance Affidavit	<ul style="list-style-type: none"> Form from DMV completely executed 	\$25.00
Financing Statements		
UCC1 SC Code 36-9	<ul style="list-style-type: none"> Debtor name Secured party name Property description (physical address is acceptable) Box must be marked for real estate 	\$25.00
Amendment of UCC Continuation of UCC Release of UCC Termination of UCC SC Code 36-9	<ul style="list-style-type: none"> Debtor name Secured party name File number, book and page, and date of original UCC Check appropriate box for amendment, continuation, termination, etc. 	\$25.00
Public Finance Transaction Manufactured Home Transaction SC Code 36-9	<ul style="list-style-type: none"> Debtor name Secured party name Property description (physical address is acceptable) Box must be marked for real estate 	\$25.00
Plats		
All Plats	<ul style="list-style-type: none"> Surveyors embossed seal and signature County plats must be approved by Subdivision Administration (Suite 4600) City of Greer/City of Greenville plats must be approved by appropriate city engineer. Subdivision plats: <ul style="list-style-type: none"> If plat shows new roads, it must be accompanied by Road Dedication (no fee if recorded with plat). If roads are private, it must have a statement on plat. <p>If plat is a revision, it must be stamped revised and dated.</p>	\$25.00 per page
Miscellaneous		
Certified Copy of Death Certificate	<ul style="list-style-type: none"> Filed for joint tenancy with right of survivorship & termination of life estate 	\$15.00

Disclosure Statement	<ul style="list-style-type: none"> Form from County Codes completely filled out, signed, witnessed and notarized 	\$25.00
Road Dedication	<ul style="list-style-type: none"> Two witnesses SC Probate or Acknowledgement Signature of applicable party 	\$25.00 Recording fee waived when accompanied by subdivision plat
Other Miscellaneous Documents	<ul style="list-style-type: none"> Signature of applicable parties Two witnesses SC Probate or Acknowledgement 	Prices range from \$10.00-\$25.00