

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:

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| Deed Documents | Plats |
| Mortgage Documents | Manufactured Homes |
| Powers of Attorney | Financing Statements |
| Releases & Satisfactions | Miscellaneous |
| Mechanics Liens | |

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"> • Form from Clerk of Court completely filled out, signed, witnessed and notarized • Copy of deed 	\$10.00
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) 	\$25.00
Separate Affidavit of Service of Mechanics Lien	<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 	\$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 	\$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		
Large Plat (larger than 8.5x14; up to 24x36)	<ul style="list-style-type: none"> Surveyors embossed seal and signature County plats must be approved by Subdivision Administration (suite 4600) before recording unless certified by surveyor that it is not a subdivision. 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
Small Plat (up to 8.5x14)	<ul style="list-style-type: none"> Same as large plat 	\$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