

# 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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| <a href="#">Deed Documents</a><br><a href="#">Mortgage Documents</a><br><a href="#">Powers of Attorney</a><br><a href="#">Releases &amp; Satisfactions</a><br><a href="#">Mechanics Liens</a> | <a href="#">Plats</a><br><a href="#">Manufactured Homes</a><br><a href="#">Financing Statements</a><br><a href="#">Miscellaneous</a> |
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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>
<b>Deed Documents</b>		
Deed Deed of Distribution (no tax charged) Quit Claim Deed	<ul style="list-style-type: none"> <li>• Signature of grantor (seller)</li> <li>• Name and address of grantee (buyer)</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> <li>• Property description (plat book &amp; page, metes &amp; bounds)</li> <li>• Derivation clause (Not required for Quit claim deed &amp; Deed of distribution)</li> <li>• Tax map number</li> <li>• Affidavit of consideration when applicable</li> </ul>	\$15.00  Tax – \$3.70 per thousand dollars (state: \$2.60 & county: \$1.10)  <a href="#">Deed Tax Calculator</a>
Bond for Title Land Contract *Lease	<ul style="list-style-type: none"> <li>• Signature of all parties</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> <li>• Property description (physical address is acceptable)</li> <li>• *Does not require a property description</li> </ul>	\$25.00

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

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

Satisfaction of Mechanics Lien	<ul style="list-style-type: none"> <li>– <b>If stated on original:</b> <ul style="list-style-type: none"> <li>• Date of satisfaction</li> <li>• Signature of attorney or party claiming lien</li> <li>• One witness</li> </ul> </li> <li>– <b>If using separate document:</b> <ul style="list-style-type: none"> <li>• Date of satisfaction</li> <li>• Signature of attorney or party claiming lien</li> <li>• Book and page of original mechanic's lien</li> <li>• Names of all parties from original lien</li> </ul> </li> </ul>	\$10.00
Satisfaction of Bond for Title and Land Contract	<ul style="list-style-type: none"> <li>• Same as mortgage satisfaction except all parties must sign.</li> </ul>	\$10.00
<b>Mechanics Liens</b>		
Mechanics Lien <a href="#">See SC Code 29-5</a>	<ul style="list-style-type: none"> <li>• Signature of attorney or party claiming lien</li> <li>• Property description</li> <li>• Statement of accounts</li> <li>• Notarized</li> <li>• Affidavit of Service (may be recorded separately)</li> </ul>	\$25.00
Separate Affidavit of Service of Mechanics Lien	<ul style="list-style-type: none"> <li>• Signed by process server</li> <li>• Book and page of mechanic's lien and names of all parties</li> <li>• Notarized</li> <li>• Names of parties served</li> </ul>	\$10.00
Mechanics Lien Release by Bond	<ul style="list-style-type: none"> <li>– <b>Surety Bond:</b> <ul style="list-style-type: none"> <li>• Amount of bond</li> <li>• Book and page of mechanic's lien and name of all parties</li> <li>• Copy of power of attorney of bonding company</li> </ul> </li> <li>– <b>Cash Bond:</b> <ul style="list-style-type: none"> <li>• Cashier's check payable to Greenville County</li> <li>• Book and page of mechanic's lien and name of all parties</li> <li>• Money is held until a disbursement is recorded</li> </ul> </li> </ul>	\$10.00  Amount claimed in lien times 1.333  <a href="#">Cash Bond Calculator</a>
Notice of Project Commencement	<ul style="list-style-type: none"> <li>• Name and address of person filing the notice and the owner/developer</li> <li>• Location of project</li> <li>• Description of improvement(s) being made</li> </ul>	\$15.00
<b>Manufactured Homes</b>		
Manufactured Home Affidavit	<ul style="list-style-type: none"> <li>• Form from <a href="#">DMV</a> completely executed</li> <li>• Copy of deed</li> <li>• Copy of certificate of final inspection</li> </ul>	\$25.00
Manufactured Home Lien	<ul style="list-style-type: none"> <li>• Form from <a href="#">DMV</a> completely executed</li> <li>• Legal description</li> </ul>	\$25.00
Manufactured Home Satisfaction of Lien	<ul style="list-style-type: none"> <li>• Form from <a href="#">DMV</a> completely executed</li> </ul>	\$25.00
Severance Affidavit	<ul style="list-style-type: none"> <li>• Form from <a href="#">DMV</a> completely executed</li> </ul>	\$25.00

<b>Financing Statements</b>		
UCC1 <a href="#">SC Code 36-9</a>	<ul style="list-style-type: none"> <li>Debtor name</li> <li>Secured party name</li> <li>Property description (physical address is acceptable)</li> <li>Box must be marked for real estate</li> </ul>	\$25.00
Amendment of UCC Continuation of UCC Release of UCC Termination of UCC <a href="#">SC Code 36-9</a>	<ul style="list-style-type: none"> <li>Debtor name</li> <li>Secured party name</li> <li>File number, book and page, and date of original UCC</li> <li>Check appropriate box for amendment, continuation, termination, etc.</li> </ul>	\$25.00
Public Finance Transaction Manufactured Home Transaction <a href="#">SC Code 36-9</a>	<ul style="list-style-type: none"> <li>Debtor name</li> <li>Secured party name</li> <li>Property description (physical address is acceptable)</li> <li>Box must be marked for real estate</li> </ul>	\$25.00
<b>Plats</b>		
Large Plat (larger than 8.5x14; up to 24x36)	<ul style="list-style-type: none"> <li>Surveyors embossed seal and signature</li> <li>County plats must be approved by Subdivision Administration (suite 4600) before recording unless certified by surveyor that it is not a subdivision.</li> <li>City of Greer/City of Greenville plats must be approved by appropriate city engineer.</li> <li>Subdivision plats: <ul style="list-style-type: none"> <li>If plat shows new roads, it must be accompanied by Road Dedication (no fee if recorded with plat).</li> <li>If roads are private, it must have a statement on plat.</li> </ul> </li> </ul> <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"> <li>Same as large plat</li> </ul>	\$25.00 per page
<b>Miscellaneous</b>		
Certified Copy of Death Certificate	<ul style="list-style-type: none"> <li>Filed for joint tenancy with right of survivorship &amp; termination of life estate</li> </ul>	\$10.00
Disclosure Statement	<ul style="list-style-type: none"> <li>Form from County Codes completely filled out, signed, witnessed and notarized</li> </ul>	\$25.00
Road Dedication	<ul style="list-style-type: none"> <li>Two witnesses</li> <li>SC Probate or Acknowledgement</li> <li>Signature of applicable party</li> </ul>	\$25.00 Recording fee waived when accompanied by subdivision plat
Other Miscellaneous Documents	<ul style="list-style-type: none"> <li>Signature of applicable parties</li> <li>Two witnesses</li> <li>SC Probate or Acknowledgement</li> </ul>	<a href="#">Prices range from \$10.00-\$25.00</a>