

Richland County Register of Deeds

Recording Requirements & Fees

****Please note new Fees as of 09/01/2015****

General Guidelines

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

- Names must be typed under signatures to allow for proper indexing. **AS OF SEPTEMBER 1, 2014.**
- All signatures must be original
- 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 for return of original.
- Present documents in correct order to record.
- Use blue ink or black ink on all documents. No highlighting on documents.
- Leave a margin at the top or bottom of documents for the recording label.
- Forms of Payment: **Check** or **Cash**. Make checks payable to: **Richland County Treasurer**

<u>Document Type</u>	<u>Recording Requirements</u>	<u>Fee</u>
Deed Documents		
Deed Deed of Distribution Quit Claim Deed Master Deed/Foreclosure	<ul style="list-style-type: none"> • Signature of grantor (seller) • Name and address of grantee (buyer) • Derivation clause including book and page (except quit claim) • Two witnesses • SC Probate or Acknowledgement • Property description (plat book & page <u>or</u> metes & bounds) • Tax map number 5-2-2 digits • Affidavits are required on all deeds (except Deed of Distribution) 	\$10.00 – One to four pages \$1.00 – Each additional page Tax - \$3.70 per thousand dollars (state: \$2.60 & county: \$1.10) **No fee for affidavit of consideration page
Bond for Title Contract for Sale Lease Memorandum of Lease	<ul style="list-style-type: none"> • Signature of all parties • Two witnesses • SC Probate or Acknowledgement • Property description 	\$10.00 - One to four pages \$1.00 – Each additional page

Easement Right of Way Declaration of Covenants Restrictions Modification Restrictions	<ul style="list-style-type: none"> • Signature of grantor • Two witnesses • SC Probate or Acknowledgement • Property description • Affidavit, if consideration is mentioned 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p> <p>Tax- \$3.70 per Thousand for Easement/Right of Way</p>
Mortgage Documents		
Mortgage	<ul style="list-style-type: none"> • Signature of mortgagor (borrower) • Name and address of mortgagee(lender) • Derivation clause • Two witnesses • SC probate or Acknowledgement • Property description 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Assignment of Mortgage	<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>\$6.00 – First page</p> <p>\$1.00 – Each additional page</p>
Modification of Mortgage Subordination of Mortgage Assumption Agreement	<ul style="list-style-type: none"> • Signature of applicable party • Two witnesses • SC Probate or Acknowledgement • Book & page of original mortgage (s) 	<p>\$6.00 – First page</p> <p>\$1.00 – Each additional page</p>
Assignment of Leases and rents	<ul style="list-style-type: none"> • Signature of mortgagor (borrower) • Name and address of mortgagee(lender) • Derivation clause • Two witnesses • SC probate or Acknowledgement • Property description 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Rescission of Mortgage Satisfaction	<ul style="list-style-type: none"> • Book and Page of Satisfaction • Authorized name and signature of lien holder/mortgagee • Book and page of original mortgage • Rescission statement • Two witness signatures • SC Probate or Acknowledgement 	<p>\$6.00 – First page</p> <p>\$1.00 – Each additional page</p>

Unpaid Assessment Lien	<ul style="list-style-type: none"> • Signature of Secured party • Two witness signatures • SC Probate or Acknowledgement • Tax map number • Amount owed 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
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 	<p>\$15.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Amendment of POA	<ul style="list-style-type: none"> • Signature of principal • Two witnesses • SC Probate or Acknowledgement 	<p>\$6.00 – First page</p> <p>\$1.00 – Each additional page</p>
Revocation of POA Resignation of POA	<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 • Two witnesses • Names of parties • SC Probate or Acknowledgement • Book & page of original power of attorney 	<p>\$15.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>

Releases/Satisfactions		
Partial/Full Release of Deed Release of Mortgage Release of Mechanics Lien Release of Unpaid assessment lien	<ul style="list-style-type: none"> • Book & page of original document • Names of parties • Signature of party releasing property(with title if signing for company) • Description of property being released • Two witnesses • SC Probate or Acknowledgement 	<p>\$6.00 – First page</p> <p>\$1.00 – Each additional page</p>
Satisfaction of Deed Document	<ul style="list-style-type: none"> • Two witnesses signature • Date of satisfaction • Book & Page of original document • Signature & title of Authorized representative • SC Probate or Acknowledgement 	<p>\$10.00</p>

<p>Satisfaction of Mortgage</p> <p>Lost Mortgage (same as using satisfaction form)</p>	<p>If stated on original:</p> <ul style="list-style-type: none"> • Signature of authorized representative • Title of authorized representative • Two witnesses • Date of satisfaction <p>If using a satisfaction form:</p> <ul style="list-style-type: none"> • Two witnesses • Date of satisfaction • Book & page of original mortgage • Signature & title of authorized representative • SC Probate or Acknowledgement • Separate bona fide owner statement 	<p>\$5.00</p>
<p>Satisfaction of Mechanics Lien</p>	<p>If stated on original:</p> <ul style="list-style-type: none"> • Affidavit by attorney or party claiming lien • One witness • Date of satisfaction <p>If using separate document:</p> <ul style="list-style-type: none"> • Affidavit by attorney or party claiming lien • Book and page of original mechanic's lien • Names of all parties from original lien • Date of satisfaction 	<p>\$5.00</p>
<p>Satisfaction of Unpaid Assessment Lien</p>	<p>If stated on original:</p> <ul style="list-style-type: none"> • Signature of authorized representative • Title of authorized representative • One witness • Date of satisfaction <p>If using a satisfaction form:</p> <ul style="list-style-type: none"> • Two witnesses • Date of satisfaction • Book & page of original mortgage • Signature & title of authorized representative • SC Probate or Acknowledgement 	<p>\$5.00</p>

Release Bond for Title	<p>If stated on original:</p> <ul style="list-style-type: none"> • Signature of authorized representative • Title of authorized representative • Two witnesses • Date of satisfaction <p>If using a satisfaction form:</p> <ul style="list-style-type: none"> • Two witnesses • Date of satisfaction • Book & page of original mortgage • Signature & title of authorized representative • SC Probate or Acknowledgement 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Release/Satisfaction of Assignment Leases and Rents Release of Contract of Sale Release of Restrictions	<ul style="list-style-type: none"> • Book & page of original document • Book & page of original document • Names of parties • Signature of party releasing property(with title if signing for company) • Description of property being released • Two witnesses • SC Probate or Acknowledgement 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Termination of Lease	<ul style="list-style-type: none"> • Book & page of original document • Names of parties • Signature of party releasing property(with title if signing for company) • Description of property being released • Two witnesses • SC Probate or Acknowledgement 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Cancellation of Easement	<ul style="list-style-type: none"> • Book & page of original document • Names of parties • Signature of party releasing property(with title if signing for company) • Description of property being released • Two witnesses • SC Probate or Acknowledgement 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>

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) • Must have SC Contractors license number 	\$10.00 – One to four pages \$1.00 – Each additional page
Separate Affidavit of Service of Mechanics Lien	<ul style="list-style-type: none"> • Signed by process server • Book and page of mechanic’s lien • Notarized • Names of parties served 	No Fee
Notice of Project Commencement Contractors Notice	<ul style="list-style-type: none"> • Contractor’s signature • Notarized • Location of project • Description of improvement(s) being made 	\$15.00
Plats		
Large Plat (larger than 8.5x11)	<ul style="list-style-type: none"> • Surveyors embossed seal and signature • Prepared for name • Tax map number • Prior recorded plat book & page <p>If approval needed</p> <ul style="list-style-type: none"> • by appropriate planning office • must be recorded within thirty days of approval date <p>Subdivision plats</p> <ul style="list-style-type: none"> • Surveyors embossed seal and signature • Prepared for name • Tax map number • Prior recorded plat book & page • If plat is a revision, it must be stamped revised and dated • MUST be approved by Planning (2020 Hampton St) 	\$10.00

Small plat (up to 8.5 x 11)	<ul style="list-style-type: none"> • Surveyors embossed seal and signature • Prepared for name • Tax map number • Prior recorded plat book & page If approval needed <ul style="list-style-type: none"> • by appropriate planning office • must be recorded within thirty days of approval date 	\$5.00
Manufactured Homes		
Manufactured Home Affidavit/Retirement	<ul style="list-style-type: none"> • Form from the mobile home division completely filled out, signed, witnessed & notarized • Copy of deed attached (Retirement) 	\$10.00
Financing Statements		
UCC1	<ul style="list-style-type: none"> • Debtor name • Secured party name • Property description • Must be real estate 	\$8.00 – One to two pages \$2.00 – Third page \$1.00 – Each additional page after 3 \$2.00 Each additional debtor
UCC3 Amendment Continuation Release/Termination	<ul style="list-style-type: none"> • Debtor name • Secured party name • Book & page of original UCC • Date of original UCC • Check appropriate box for UCC3 	\$8.00 – One to two pages \$2.00 – Third page \$1.00 – Each additional page after 3 \$2.00 Each additional debtor
Miscellaneous Documents		
Affidavit and Memorandum of Sale	<ul style="list-style-type: none"> • Grantor/Seller signature(s) • Grantee/Buyer signature(s) • Two witness signatures • SC Probate or Acknowledgement 	\$10.00
Bankruptcy		\$15.00 – One to four pages \$1.00 – Each additional page

Certificate of Appointment	<ul style="list-style-type: none"> Form issued from Probate Court 	<p>\$10.00 – One to four pages</p> <p>\$1.00- Each additional page</p>
Child Support Lien	<ul style="list-style-type: none"> Agency issued Lien 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – each additional page</p>
County Disclosure Statement	<ul style="list-style-type: none"> Form from County Permit Department filled out, signed and notarized 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – each additional page</p>
Death Certificate	<ul style="list-style-type: none"> Filed for joint tenancy with right of survivorship & termination of life estate 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Fiduciary Letter	<ul style="list-style-type: none"> Form issued from Probate Court 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – each additional page</p>
Unpaid Assessment	<ul style="list-style-type: none"> Signature of applicable party Name of property owner Property description or address Two witness signatures SC Probate or Acknowledgement 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – each additional page</p>
Miscellaneous Fees		
Copies	<ul style="list-style-type: none"> Copier/printouts Instruments/Microfilm Plats 	<p>\$0.25 per page</p> <p>\$0.51 per page</p> <p>\$0.78 per page</p>
Copy request by Mail	<ul style="list-style-type: none"> Includes certification Enclose a self-address stamped envelope to mail copies back 	<p>\$8.41 per instrument requested</p>
Labels	<ul style="list-style-type: none"> This is to clock your copy with recording information at time of recording 	<p>\$0.10 per copy/label</p> <p>**</p>
Certification of True Copy	<ul style="list-style-type: none"> This is for documents that are of record and pulled in our office 	<p>\$1.04 each document</p>
Online Services	<p>www.richlandonline.com</p>	<p>Located under the Register of Deeds page for more details</p>