

# 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>
<b>Deed Documents</b>		
Deed Deed of Distribution Quit Claim Deed Master Deed/Foreclosure	<ul style="list-style-type: none"> <li>• Signature of grantor (seller)</li> <li>• Name and address of grantee (buyer)</li> <li>• Derivation clause including book and page (except quit claim)</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> <li>• Property description (plat book &amp; page <u>or</u> metes &amp; bounds)</li> <li>• Tax map number 5-2-2 digits</li> <li>• <b>Affidavits are required on all deeds (except Deed of Distribution)</b></li> </ul>	\$10.00 – One to four pages  \$1.00 – Each additional page  Tax - \$3.70 per thousand dollars (state: \$2.60 & county: \$1.10)  <b>**No fee for affidavit of consideration page</b>
Bond for Title Contract for Sale Lease Memorandum of 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</li> </ul>	\$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"> <li>• Signature of grantor</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> <li>• Property description</li> <li>• Affidavit, if consideration is mentioned</li> </ul>	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page Tax- \$3.70 per Thousand for Easement/Right of Way</p>
<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>• Derivation clause</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> <li>• Property description</li> </ul>	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Assignment of Mortgage	<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>\$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"> <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> </ul>	<p>\$6.00 – First page</p> <p>\$1.00 – Each additional page</p>
Assignment of Leases and rents	<ul style="list-style-type: none"> <li>• Signature of mortgagor (borrower)</li> <li>• Name and address of mortgagee(lender)</li> <li>• Derivation clause</li> <li>• Two witnesses</li> <li>• SC Probate or Acknowledgement</li> <li>• Property description</li> </ul>	<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"> <li>• Book and Page of Satisfaction</li> <li>• Authorized name and signature of lien holder/mortgagee</li> <li>• Book and page of original mortgage</li> <li>• Rescission statement</li> <li>• Two witness signatures</li> <li>• SC Probate or Acknowledgement</li> </ul>	<p>\$6.00 – First page</p> <p>\$1.00 – Each additional page</p>

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

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

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

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

<b>Mechanics Liens</b>		
Mechanics lien See SC Code 29-5	<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> <li>• Must have SC Contractors license number</li> </ul>	\$10.00 – One to four pages  \$1.00 – Each additional page
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</li> <li>• Notarized</li> <li>• Names of parties served</li> </ul>	No Fee
Notice of Project Commencement Contractors Notice	<ul style="list-style-type: none"> <li>• Contractor’s signature</li> <li>• Notarized</li> <li>• Location of project</li> <li>• Description of improvement(s) being made</li> </ul>	\$15.00
<b>Plats</b>		
Large Plat (larger than 8.5x11)	<ul style="list-style-type: none"> <li>• Surveyors embossed seal and signature</li> <li>• Prepared for name</li> <li>• Tax map number</li> <li>• Prior recorded plat book &amp; page</li> </ul> <p><b>If approval needed</b></p> <ul style="list-style-type: none"> <li>• by appropriate planning office</li> <li>• must be recorded within thirty days of approval date</li> </ul> <p><b>Subdivision plats</b></p> <ul style="list-style-type: none"> <li>• Surveyors embossed seal and signature</li> <li>• Prepared for name</li> <li>• Tax map number</li> <li>• Prior recorded plat book &amp; page</li> <li>• If plat is a revision, it must be stamped revised and dated</li> <li>• MUST be approved by Planning (2020 Hampton St)</li> </ul>	\$10.00

Small plat ( up to 8.5 x 11)	<ul style="list-style-type: none"> <li>• Surveyors embossed seal and signature</li> <li>• Prepared for name</li> <li>• Tax map number</li> <li>• Prior recorded plat book &amp; page</li> </ul> <p><b>If approval needed</b></p> <ul style="list-style-type: none"> <li>• by appropriate planning office</li> <li>• must be recorded within thirty days of approval date</li> </ul>	\$5.00
<b>Manufactured Homes</b>		
Manufactured Home Affidavit/Retirement	<ul style="list-style-type: none"> <li>• Form from the mobile home division completely filled out, signed, witnessed &amp; notarized</li> <li>• Copy of deed attached (Retirement)</li> </ul>	\$10.00
<b>Financing Statements</b>		
UCC1	<ul style="list-style-type: none"> <li>• Debtor name</li> <li>• Secured party name</li> <li>• Property description</li> <li>• Must be real estate</li> </ul>	\$8.00 – One to two pages \$2.00 – Third page \$1.00 – Each additional page after 3 \$2.00 Each additional debtor after 2
UCC3 Amendment Continuation Release/Termination	<ul style="list-style-type: none"> <li>• Debtor name</li> <li>• Secured party name</li> <li>• Book &amp; page of original UCC</li> <li>• Date of original UCC</li> <li>• Check appropriate box for UCC3</li> </ul>	\$8.00 – One to two pages \$2.00 – Third page \$1.00 – Each additional page after 3 \$2.00 Each additional debtor after 2
<b>Miscellaneous Documents</b>		
Affidavit and Memorandum of Sale	<ul style="list-style-type: none"> <li>• Grantor/Seller signature(s)</li> <li>• Grantee/Buyer signature(s)</li> <li>• Two witness signatures</li> <li>• SC Probate or Acknowledgement</li> </ul>	\$10.00
Bankruptcy		\$15.00 – One to four pages \$1.00 – Each additional page

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