

Richland County Register of Deeds

Recording Requirements & Fees

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.
- 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.
- **Only one transaction/reference is permitted per document.**
- 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		
Affidavit	<ul style="list-style-type: none"> • Signature of Affiant • Notary required 	\$10.00
Agreement – Deed	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement 	\$25.00
Amendment – Deed	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement • Original document information Book and Page 	\$25.00
Assignment – Deed	<ul style="list-style-type: none"> • Signature of Assignor • Two witnesses • Original recording information(Bond/Contract of sale) 	\$25.00
Assignment of Leases and/or Rents	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement 	\$10.00

Bond for Title Contract of Sale *Lease	<ul style="list-style-type: none"> • Signature of all parties • Two witnesses • SC Probate or Acknowledgement • Property description <p>*Does not require a property description</p>	\$25.00
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) 	<p>\$15.00</p> <p>Tax- \$3.70 per Thousand Breakdown: \$2.60 – State \$1.10 - County</p> <p>**No fee for affidavit of consideration page</p>
Easement Right of Way	<ul style="list-style-type: none"> • Signature of grantor • Two witnesses • SC Probate or Acknowledgement • Property description • Affidavit, if consideration is mentioned 	<p>\$25.00</p> <p>Tax- \$3.70 per Thousand for Easement/Right of Way</p>
Restrictive Covenants	<ul style="list-style-type: none"> • Signature of applicable party • 2 witnesses • SC probate or Acknowledgement 	\$25.00
Mortgage Documents		
Agreement- Mortgage	<ul style="list-style-type: none"> • Signature of applicable party • Two witnesses • SC Probate or Acknowledgement 	\$25.00
Amendment - Mortgage	<ul style="list-style-type: none"> • Signature of applicable party • Two witnesses • SC Probate or Acknowledgement • Original mortgage information Book and Page. 	<p>\$10.00</p> <p>\$7.00 per each additional related reference</p>
Assignment of Mortgage	<ul style="list-style-type: none"> • Original mortgage book and page • Recording date of original mortgage • Name of mortgagor • Name and address of mortgagee/assignee • Two witnesses • SC Probate or Acknowledgement 	<p>\$10.00</p> <p>\$7.00 per each additional related reference</p>

Modification of Mortgage Assumption Mortgage Subordination Mortgage	<ul style="list-style-type: none"> • Signature of applicable party • Two witnesses • SC Probate or Acknowledgement • Original Mortgage information Book and Page 	<p>\$10.00</p> <p>\$7.00 per each additional related reference on Modification of Mortgage</p>
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 	\$25.00
Rescission of Mortgage Satisfaction	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgment • Original document information Book and Page 	\$10.00
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 • *Healthcare is exempt from Notary requirements* 	\$25.00
Resignation of POA	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement • Original document information Book and Page 	\$10.00
Revocation of POA	<ul style="list-style-type: none"> • Signature of Principal • Two witnesses • SC Probate or Acknowledgment • Original document information Book and Page 	\$10.00

Releases/Satisfactions		
Cancellation of Assignment of Leases and/or Rents	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement • Original document information Book and Page 	\$10.00
Cancellation (effects Title, Does not effect a Lien)	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement • Original document information Book and Page 	\$25.00
Partial/Full Deed Document Contract for Sale Right of Way Restrictive Covenants	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement • Original document information Book and Page 	\$25.00
Partial/Full Mortgage	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement • Original document information Book and Page • Legal description 	\$10.00 \$7.00 per each additional related reference
Satisfaction of Mortgage	<p>If stated on original:</p> <ul style="list-style-type: none"> • Signature of authorized representative • Two witnesses • SC Probate or Acknowledgement • Date of Satisfaction <p>If using a satisfaction form:</p> <ul style="list-style-type: none"> • Signature of authorized representative • Name of mortgagor(s) • Two witnesses • SC Probate or Acknowledgement • Book and Page of original mortgage • Date of Satisfaction 	\$10.00
Partial Release/ Release/Satisfaction of Mechanics Lien	<ul style="list-style-type: none"> • Signature of attorney or party claiming lien • Date of release/satisfaction • Notary signature • Original document information Book and Page 	\$10.00

Release/Satisfaction of Unpaid Assessment Lien	<ul style="list-style-type: none"> • Name of property owner • Signature of agent • Two witnesses • SC Probate or Acknowledgement • Original document information Book and Page 	\$10.00
Termination	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement • Original document information Book and Page 	\$25.00
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) • Must have SC Contractors license number 	\$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 • Notarized • Names of parties served 	\$10.00
Mechanics Lien Amendment	<ul style="list-style-type: none"> • Signed by applicable party • Book and page of Mechanic's Lien • Notarized 	\$10.00
Plats		
Plat (Any Size)	<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 	\$25.00

Manufactured Homes		
Manufactured Home Affidavit/Retirement Manufactured Home Satisfaction of Lien Manufactured Home Severance Affidavit	<ul style="list-style-type: none"> Form from the mobile home division completely filled out, signed, witnessed & notarized Copy of deed attached (Retirement) Please contact: Richland County Mobile Home Department for de-titling Packet at 2020 Hampton St 1st floor or 576-2197 	\$25.00
Financing Statements		
UCC1	<ul style="list-style-type: none"> Debtor name Secured party name Property description Must be real estate 	\$25.00
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 	\$25.00
Miscellaneous Documents		
Bankruptcy Notice Discharge Dismissal	<ul style="list-style-type: none"> Bankruptcy Court Form 	\$10.00
By Laws-HOA	<ul style="list-style-type: none"> Signature of applicable parties 	\$25.00
Child Support Lien and Release	<ul style="list-style-type: none"> Agency issued Lien 	\$10.00
Conservatorship	<ul style="list-style-type: none"> Signature of Judge 	\$10.00
Court Order	<ul style="list-style-type: none"> Signature of Judge 	\$10.00
Death Certificate	<ul style="list-style-type: none"> Filed for joint tenancy with right of survivorship & termination of life estate Redact Social Security Number Month and Day of Birth 	\$10.00

Estoppel Agreement	<ul style="list-style-type: none"> • Signature applicable parties • Two witnesses • SC Probate or Acknowledgement 	\$25.00
Fiduciary Letter	<ul style="list-style-type: none"> • Form issued from Probate Court 	\$10.00
Notice or Project Commencement	<ul style="list-style-type: none"> • Signature of applicable parties • Notary signature • Name of property owner and location of project 	\$15.00
Owner Builder Disclosure Statement	<ul style="list-style-type: none"> • Signature of applicable parties • SC Probate or Acknowledgement • Property address 	\$25.00
Trust	<ul style="list-style-type: none"> • Signature of applicable party • Two witnesses • SC Probate or Acknowledgement 	\$10.00
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 	\$25.00
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 	\$15.00
Labels	<ul style="list-style-type: none"> • This is to clock your copy with recording information at time of recording 	\$0.10 per copy/label
Certification of True Copy	<ul style="list-style-type: none"> • This is for documents that are of record and pulled in our office 	\$10.00
Online Services	www.richlandcountysc.gov	Located under the Register of Deeds page for more details