



Administrative Recording Requirements

State of South Carolina

Marital State: No

Trust State: No

Mortgage State:

Recording Structure: 46 counties / Register of Mesne Conveyances or Clerk of Court (title varies by tenure)

South Carolina County Listing for Register of Deeds <http://www.sciway.net/gov/sc-county-register-deeds.html>

Required Document: **Transfer Affidavit** <http://www.colletoncounty.org/fileUploads/Affidavit.pdf>
Affidavit for Exempt Transfers

<http://www.colletoncounty.org/fileUploads/AffidavitForExemptTransfers.pdf>

All South Carolina documents for use in any county can be found at the following website:

<http://www.colletoncounty.org/secondary.aspx?pageID=116>

Required Statement: "This document prepared by" name and address

Formatting of Documents:

Format not specified by statute, but must be legible for duplication

Legal Description: Required on all documents

Include tax district map and parcel number for all deeds

Other Requirements:

Mailing addresses for all involved parties are necessary (grantee/grantor/mortgagee, etc)

Two witnesses are required for all documents

Return-to name and address

All signatures must include a typed or printed name underneath

Notary certification must include expiration date, seal is not required if notarized within the state.

All changes/strike outs, etc must be initialed

Do not include social security, driver's license or passport numbers unless expressly required by law Re-records require reason listed at top of document

Derivation clause is required on all documents that must include grantor/grantee names and address with book and page

All concurrently recorded documents must include "Recorded simultaneously herewith"

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 2 - 6 weeks

South Carolina County Specifics

Beaufort County Manufactured Home Affidavit Affixation and Certificate of Compliance required when applicable

Charleston County Assignments require physical address of assignee.

Legal Descriptions must include book and page

Chester County Manufactured Home Power of Attorney and Affidavit Affixation must be filed as separate documents

Dorchester County Suborindations filed concurrently require "Record as of even date"

Georgetown County Grantor and Grantee signatures are required on the transfer form

Greenville County Green County Satisfaction Form required

http://www.greenvillecounty.org/rod/pdf/lost_mortgage_satisfaction_ff.pdf

Horry County Re-Record is required on documents that contain markouts that are not initialed

Sumter County Concurrently filed documents require "Recorded simultaneously herewith" and must contain book and page

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.

Recording Requirements are subject to change at any time without notice.

as of 3/10/2010