

South Carolina Deed Preparation Request Form

Requesting Attorney Information

Attorney's Name: _____
Contact Person: _____
Street Address: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip: _____
Phone: (_____) _____ Fax: (_____) _____
Email: _____

Your Client's Information

Name: _____
Street Address: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip: _____

Where should I send the deed for execution and invoice?

Your Office:	Your Client:	Other:
Via Fax	Via Fax: _____	
Via Email	Via Email: _____	
Via U. S. Mail	Via U. S. Mail (above)	
Other: _____	Other: _____	

State and County where deed will be executed: _____

Property Information

Street address of property: _____
County where property is located: _____
Tax Parcel Number: _____ (alternately, include a copy of the most recent tax bill)
For a property description and other information, please provide a copy of the most recent deed to the property. My preparation of a deed from your information does NOT constitute a title search nor verification of Grantor's ownership.

Grantee Information

Is the Grantee a Trustee of a Revocable Living Trust? Yes No *If yes, please provide a Certificate or Affidavit of Trust that contains the full name of the Trustee(s) and the formal name of the Trust. Portions of the Trust naming the trust and the trustees would also suffice. I do not record Certificates of Trust with an initial funding deed unless requested. (Additional cost.)*

If this is *not* a deed to trust, please provide name of Grantee(s): _____

If multiple Grantees, how do they wish to own the property: Tenants in Common Joint Tenancy with Rights of Survivorship Life Estate with Remainder Interests Other

The fee for deed preparation is \$250, plus recording fees and e-recording transmittal fees where available. Documentary stamps may apply if other than deed to trust for no consideration. The signed deed must be returned to me with the fees. I will verify that it is recordable, send it to the appropriate recorder's office and return the original to the attorney or client as requested after recording.