

RICHLAND COUNTY REGISTER OF DEEDS RECORDING REQUIREMENTS

Please assist us in recording your documents accurately and efficiently by using the following guidelines:

- **Do not put personal identifying information (social security, driver's license, etc.) on the documents.**
- Provide return information on back of documents before recording.
- Provide a self-addressed stamped envelope or payment for postage.
- Present documents in correct order to cashier.
- Leave no blanks to fill in for derivation or book and page number.
- For correct payment, please refer to fee schedules on the ROD website.
- Please use black ink on all documents. No colored ink.
- Original signatures in blue ink.
- Documents should be 8.5 x 11 or 8.5 x 14 inches.
- Review documents for accuracy and completeness prior to submitting. Recording standards are available here.

Deeds & Mortgages

1. Signature of grantor (seller)/mortgagor (buyer)-check signatures against typing
2. Name and address of grantee (buyer)/mortgagee (lender)
3. Derivation clause
4. Two witnesses
5. SC Probate or Acknowledgement
6. Property description-must have plat book page *or* metes & bounds
7. Tax map number-only on deeds not mortgages

Quit-Claim Deeds

Same requirements as Deeds *except* does not need derivation clause

Assignment of Mortgage

If filed separate from original mortgage

1. Must have original mortgage book and page reference
2. Date original mortgage was recorded
3. Name of mortgagor
4. Name and address of mortgagee/assignee
5. Two witnesses
6. SC Probate or Acknowledgement

-If filed attached to mortgage or additional page

1. Must have two witnesses
2. Does not require another SC Probate or Acknowledgement

Modification of Mortgage

1. Must have original mortgage book and page reference
2. Name of mortgagor and mortgagee
3. Two witnesses to signatures
4. SC Probate or Acknowledgement

Satisfaction of Mortgage

-If stated as original

1. Signature of authorized representative
2. Title of authorized representative
3. One witness
4. Date of Satisfaction

-If original has been lost

1. Must be on a lost satisfaction form (can also be used for satisfaction HOA liens)
2. Must have two witnesses
3. Date of satisfaction
4. Book and page of mortgage being satisfied
5. Signature of party releasing document
6. SC Probate or acknowledgement
7. Separate bona fide owner statement

Mortgage/Deed Releases

1. Book and page of original document
2. Grantor/Grantee or Mortgagor/Mortgagee names
3. Signature of party releasing document
4. Two witnesses
5. Acknowledgement or Probate

Notice of Lien—filed in Deed Book

1. Same requirements as mortgages *except*:
2. Does not need a derivation clause
3. Does not need a legal description – property address is sufficient

Bond for Title – Filed in Deed Book

1. Must be signed by grantor and grantee
2. Two witnesses to signature
3. SC Probate or Acknowledgement
4. Property description
5. Does not need derivation clause
6. Does not need a grantee address

Power of Attorney

1. Signature of principal
2. SC Probate/Acknowledgement
3. Two witnesses to signature

Plats

1. Plats should be 8 ½ X 11 to 24 X 36
2. Surveyors embossed seal and signature
3. **Unless** certified by surveyor that it is not a subdivision, plats must be approved by Planning Commission (2020 Hampton St.) for unincorporated areas in Richland County **or** by local planning authority for incorporated areas before recording
4. Must be recorded within thirty days of approval date

Subdivision Plats

1. Same as above *except*:
2. If plat is a revision, it must be stamped revised and dated
3. Must be approved by Planning Commission

Notice of Project Commencement

1. Must be signed by contractor
2. must be notarized
3. Location of Project
4. description of improvement(s) being made

Mechanic's Lien

1. Must be signed by attorney or party claiming lien
2. Must have SC Contractor license number
3. Property description
4. Statement of accounts
5. Affidavit of Service
6. Notarized

Mechanic's Lien Release by Bond

1. Amount due is one and one-third (1.333) times amount claimed in lien
2. Surety Bond – executed by surety company
 - a. Amount of bond
 - b. Book and page reference of mechanic's lien
 - c. Copy of power of attorney of bonding company attached
3. Cash Bond
 - a. Cashier's check payable to Richland County Treasurer
 - b. Book and page reference to Mechanic's Lien
 - c. Money held until court order or letter signed by both or their attorney's

Satisfaction of Mechanics Lien

- *If stated on original*
 1. Signature of authorized representative
 2. One witness
 3. Date of satisfaction
- *If original has been lost*
 1. Signature of attorney or by party claiming lien
 2. Must give book and page of original mechanic's lien
 3. Date of satisfaction
 4. Notarized