

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**

Document Type	Recording Requirements	Fee
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) 	\$10.00
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

Document Type	Recording Requirements	Fee
Deed Documents		
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) 	\$15.00 Tax - \$3.70 per Thousand Breakdown: \$2.60 – State \$1.10 – County ** No fee for affidavit of consideration page
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 	\$25.00 Tax - \$3.70 per Thousand for Easement/Right of Way
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 	\$10.00 \$7.00 per each additional related reference
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 	\$10.00 \$7.00 per each additional related reference

Document Type	Recording Requirements	Fee
Mortgage Documents		
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 	\$10.00 \$7.00 per each additional related reference on Modification of Mortgage
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 Acknowledgement • 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

Document Type	Recording Requirements	Fee
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 	\$10 \$7.00 per each additional related reference
Satisfaction of Mortgage	<p>If stated on original:</p> <ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement • Original document information Book and Page <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 • Original document information Book and Page • Date of Satisfaction 	\$10.00

Document Type	Recording Requirements	Fee
Releases/Satisfactions		
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 	\$25.00
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 C Code 29-5	<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

Document Type	Recording Requirements	Fee
Plats		
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 	\$0.25 per page \$0.51 per page \$\$0.78 per Page
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	<ul style="list-style-type: none"> • www.richlandcountysc.gov 	Located under the Register of Deeds page for more details