

State of South Carolina Administrative Recording Requirements:

Marital State: No

Trust State: No

Mortgage State: Yes

BASIC REQUIREMENTS:

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" accepted

Non-standard fee:

- Not accepted

Margins:

- First page: 3 1/2" by 5" top; 1" other sides
- Other pages: 1"

Print:

- Black ink/10 point font minimum

Preparer Info:

- Required for all documents
- Name, Address & Signature

Vesting:

- No unique requirements

Marital Status:

- Required

APN/PID Number:

- First page
- Must appear on all documents

Witnesses:

- Two witnesses required on all documents, signing both signature and acknowledgment pages

Printed names:

- Required below all signatures

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.
Always verify requirements and fees with the appropriate recording office.

As of May 5, 2017



Legal:

- Include state, county, and municipality in 1st paragraph
- Must list county name
- Derivation clause required (from whom acquired)

Notary:

- Date of Acknowledge
- Expiration of Notary
- Seal

FORM REQUIREMENTS:

Deeds:

- Fair Market Value (FMV) must be listed (deeds).
- Derivation clause must be stated on deed.
- Requires Deed Affidavit (must be signed and notarized by preparer)

Lost Affidavit:

- Acceptable

Death certificate:

- Requires Affidavit
- Certified Copy must be attached to Affidavit

Power of attorney:

- Legal description
- Preparer information
- APN number

COMMON REJECTION REASONS:

- Witness missing
- No derivation clause
- Previous recorded document information missing
- Grantee Address missing
- Prepared by clause missing

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ADVANTAGE

TITLE, LLC

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