

York County Register of Deeds Recording Requirements & Fees

General Guidelines

The following guidelines are specifically for York County and may not be applicable in other counties.

- Names must be typed or printed under signatures to allow for proper indexing
- 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.
- Present documents in correct order to record.
- Only one transaction (satisfaction, assignment, etc) is permitted per document.
- Use black or dark blue ink on all documents. No highlighting on documents.
- Documents should be 8.5 x 11 or 8.5 x 14 inches (except for plats).
- Leave a 1.5" margin at the top of document for the recording stamp.
- Forms of payment: Cash, check, or money order. Make checks payable to: York County Register of Deeds.
- Document can be mailed in for recording to the Register of Deeds Office PO Box 649, York, SC 29745 or if sending via Fed Ex or UPS send to 20 West Liberty Street York, SC 29745

State Statues

Recording requirements and fees are set by the following state statues.

- Prerequisites to Recording: Section 30-5-30
- Recording Fee Schedule: Section 8-21-310

Requirements & Fees

Document Type	Recording Requirements	Fee
Deed Documents		
Deed Deed of Distribution Quit Claim Deed	<ul style="list-style-type: none"> • Signature of grantor (seller) • Name and address of grantee (buyer) • Derivation clause (not required for quit claim & deed of distribution) • Two witnesses • SC Probate or Acknowledgement • Full legal description of property • Tax map number • Affidavit of consideration, when applicable 	\$10.00 – One to four pages \$1.00 – Each additional page Tax - \$3.70 per thousand dollars (state: \$2.60 & county: \$1.10)
Bond for Title Land Contract *Lease *Memorandum of Lease	<ul style="list-style-type: none"> • Signature of all parties • Two witnesses • SC Probate or Acknowledgement • Property description (physical address is acceptable) • *Does not require legal description 	\$10.00 – One to four pages \$1.00 – Each additional page
Termination of Lease	<ul style="list-style-type: none"> • Book and page of original document • Names of parties • Signature of party releasing property (with title if signing for company). • Full legal description of property being released • Two witnesses • SC Probate or acknowledgement 	\$10.00 – One to four pages \$1.00 – Each additional page

Easements and Restrictions		
Easement Right of Way	<ul style="list-style-type: none"> • Signature of grantor • Two witnesses • SC Probate or Acknowledgement • Property description • Affidavit of consideration when applicable 	\$10.00 – One to four pages \$1.00 – Each additional page Tax - \$3.70 per thousand dollars (state: \$2.60 & county: \$1.10)
Restrictive Covenants Amended Restrictive Covenants	<ul style="list-style-type: none"> • Signature of grantor • Two witnesses • SC Probate or Acknowledgement 	\$10.00 – One to four pages \$1.00 – Each additional page
Release of Restrictive Covenants	<ul style="list-style-type: none"> • Book and page of original document • Names of parties • Signature of party releasing property (with title if signing for company). • Full legal description of property being released • Two witnesses • SC Probate or acknowledgement 	\$10.00 – One to four pages \$1.00 – Each additional page

Mortgage Documents		
Mortgage	<ul style="list-style-type: none"> • Signature of mortgagor (borrower) • Name and address of mortgagee (lender) • Two witnesses • SC Probate or Acknowledgement • Property description • Derivation Clause 	\$10.00 – One to four pages \$1.00 – Each additional page
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 	\$6.00 – First page \$1.00 – Each additional page
Assignment of Leases & Rents	<ul style="list-style-type: none"> • Signature of mortgagor • Two witness • SC Probate or acknowledgement • Legal description 	\$10.00 – One to four pages \$1.00 – Each additional
Amended mortgage	<ul style="list-style-type: none"> • Signature of mortgagor • Two witnesses • SC Probate or Acknowledgement • Property description 	\$6.00 – First page \$1.00 – Each additional page
Modification of Mortgage Subordination of Mortgage Assumption Agreement	<ul style="list-style-type: none"> • Signature of applicable party • Two witnesses • SC Probate or Acknowledgement • Book & page of original mortgage • Book & page of document being subordinated 	\$6.00 – First page \$1.00 – Each additional page
Recission of Mortgage Satisfaction	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement • Name of mortgagor and mortgagee • Book & page of satisfaction being rescinded • Book, page & date of original mortgage 	\$6.00 – First page \$1.00 – Each additional page

Release Partial Release	<ul style="list-style-type: none"> • Signature of mortgagee • Two witnesses • SC Probate or Acknowledgement • Book & page of original mortgage • Legal Description 	\$6.00 – First page \$1.00 – Each additional page
Mortgage Satisfaction	<p>If satisfying on original mortgage:</p> <ul style="list-style-type: none"> • Date of satisfaction • Signature of authorized representative • One or more witnesses • SC Probate or Acknowledgement <p>If satisfying on satisfaction form:</p> <ul style="list-style-type: none"> • Signature of mortgagee • Two witnesses • SC Probate or Acknowledgement • Book & page of original mortgage 	\$5.00

Power 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 	\$15.00 – One to four pages \$1.00 – Each additional page
Revocation of Power of Attorney	<p>If stated on original:</p> <ul style="list-style-type: none"> • Signature of principal • One witness • Date of revocation <p>If using separate document:</p> <ul style="list-style-type: none"> • Signature of principal • Names of parties • Book & page of original POA • Two witnesses • SC Probate or Acknowledgement 	\$15.00 – One to four pages \$1.00 – Each additional page
Liens		
Notice of Lien HOA Lien	<ul style="list-style-type: none"> • Signature of applicable party • Name of property owner • Two witnesses • SC Probate or Acknowledgement • Property description or tax map number 	\$10.00 – One to four pages \$1.00 – Each additional page
Notice of Pledge of Real Estate	<ul style="list-style-type: none"> • See Notice of Pledge of Real Estate Packet available on Register of Deeds website or in the Register of Deeds office 	\$10.00 – One to four pages \$1.00 – Each additional page
Release of Pledge of Real Estate	<ul style="list-style-type: none"> • See Release form included in packet 	\$5.00
Lien/HOA Lien Satisfaction	<p>If satisfying on original lien:</p> <ul style="list-style-type: none"> • Date of satisfaction • Signature of authorized representative • One or more witnesses • SC Probate or Acknowledgement <p>If satisfying on separate form:</p> <ul style="list-style-type: none"> • Signature of authorized representative • Two witnesses • SC Probate or Acknowledgement • Book & page of original mortgage 	\$5.00

Mechanic's Lien	<ul style="list-style-type: none"> • Signature of attorney or party claiming lien • Property description or tax map number • Statement of accounts • Notarized • Two witnesses 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Mechanic's Lien Release by Bond	<p>Surety Bond:</p> <ul style="list-style-type: none"> • Amount of bond • Book and page of mechanics lien and name of all parties • Copy of power of attorney of bonding company <p>Cash Bond:</p> <ul style="list-style-type: none"> • Check payable to York County Clerk of Court • Book and page of mechanic's lien and name of all parties • Money is held until a disbursement is recorded 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p> <p>Amount claimed in lien times 1.333</p>
Mechanic's Lien Satisfaction	<p>If stated on original:</p> <ul style="list-style-type: none"> • Date of satisfaction • Signature of attorney or party claiming lien • One witness <p>If using separate document:</p> <ul style="list-style-type: none"> • Date of satisfaction • Signature of attorney or party claiming lien • Book and page of original mechanic's lien • Names of all parties from original lien • Two witness and notaried 	\$5.00
Separate Affidavit of Service of Mechanics Lien	<ul style="list-style-type: none"> • Signed by process server • Book and page of mechanic's lien and names of all parties • Notarized • Names of parties served 	NO FEE
Partial Release of Mech Lien	<ul style="list-style-type: none"> • Signature of party releasing lien • Two witnesses • Notarized • Property description for property being released 	<p>\$6.00 – First page</p> <p>\$1.00 – Each additional page</p>
Notice of Project Commencement	<ul style="list-style-type: none"> • Name and address of person filing the notice and the owner/developer • Location of project • Description of improvement(s) being made 	\$15.00

Manufactured Homes		
Manufactured Home Retirement of Title Affidavit	<ul style="list-style-type: none"> • Form from DMV completely executed • Copy of deed 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Manufactured Home Lien Affidavit	<ul style="list-style-type: none"> • Form from DMV completely executed • Legal description 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Manufactured Home Severance affidavit	<ul style="list-style-type: none"> • Form from DMV completely executed 	<p>\$10.00 – One to four pages</p> <p>\$1.00 – Each additional page</p>
Manufactured Home Satisfaction Affidavit	<ul style="list-style-type: none"> • Form from DMV completely executed 	\$5.00

Plats		
Small Plat Letter or Legal Size	<ul style="list-style-type: none"> • Surveyor's embossed seal and signature • County plats must be approved by county planning department when combining or sub-dividing property; If not stamped by planning the plat must state there are NO NEW LOT LINES • When combining or sub-dividing property within any municipality you should check with the municipality's planning department for plat approval before recording with the ROD office. • Easement plats or mortgage purposes only plats do not require approval stamp 	\$5.00
Large Plat Larger than legal size	<ul style="list-style-type: none"> • SAME AS ABOVE 	\$10.00
Financing Statements		
UCC1	<ul style="list-style-type: none"> • Debtor name • Secured party name • Property description • Box must be marked for real estate 	\$8.00 – One to two pages \$2.00 – Third page \$1.00 – Each additional page \$2.00 – Each additional debtor after 2
Amendment of UCC Continuation of UCC Release of UCC Termination of UCC	<ul style="list-style-type: none"> • Debtor name • Secured party name • File number, book and page, and date of original UCC • Check appropriate box for amendment, continuation, termination, etc 	\$8.00 – One to two pages \$2.00 – Third page \$1.00 – Each additional page \$2.00 – Each additional debtor after 2
Miscellaneous		
Certified Copy of Death Certificate	<ul style="list-style-type: none"> • Filed for joint tenancy with right of survivorship & termination of life estate 	\$10.00 – One to four pages \$1.00 – Each additional page
Disclosure Statement	<ul style="list-style-type: none"> • Form from County Codes completely filled out, signed, witnessed and notarized 	\$10.00 – One to four pages \$1.00 – Each additional page
Road Dedication	<ul style="list-style-type: none"> • Two witnesses • SC Probate or Acknowledgement • Signature of applicable party 	\$10.00 – One to four pages \$1.00 – Each additional page
Other Miscellaneous Documents pertaining to real estate	<ul style="list-style-type: none"> • Signature of applicable parties • Two witnesses • SC Probate or Acknowledgement 	\$10.00 – One to four pages \$1.00 – Each additional page
Copies		
Copies	<ul style="list-style-type: none"> • 8 ½ x 11 – 11 x 17 	\$0.40 per page
Certified Copies	<ul style="list-style-type: none"> • 8 ½ x 11 – 11 x 17 	\$0.40 per page plus additional \$1.00 If copy is provided then certification of copy is \$1.00.
Copies of large plat	<ul style="list-style-type: none"> • Larger than 11 x 17 • Made on large plat scanner 	\$5.00