

Berkeley County Register of Deeds

Recording Requirements & Fees

General Guidelines

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

- All documents must be fully completed before presented for recording.
- Ask that names 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).
- Forms of payment: Cash, check, or money order. (Credit Card in-office) Make checks payable to: Berkeley County Register of Deeds.
- Document can be mailed in for recording to the Register of Deeds Office, PO Box 6122, Moncks Corner, SC 29461 or if sending ground mail via Fed Ex or UPS send to 1003 N Highway 52, Moncks Corner, SC 29461

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

DOCUMENT TYPE	REQUIREMENTS	FEEs
AFFIDAVIT	SIGNATURE OF AFFIANT 2 WITNESSES NOTARY SIGNATURE REQUIRED (SOME MAY REQUIRE WITNESSES ONLY)	\$10.00
AGREEMENT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
AMENDMENT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
AMENDMENT TO LEASE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
AMENDMENT TO MORTGAGE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL MORTGAGE INFORMATION AND RECORDING DATA	\$10.00 \$7.00 PER EACH ADDITIONAL REFERENCE
ARTICLES OF INCORPORATION	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
ASSIGNMENT MECHANICS LIEN	PARTY SIGNATURE NOTARY SIGNATURE ORIGINAL MECHANICS LIEN INFO AND RECORDING DATA	\$10.00
ASSIGNMENT OF ASGN RENTS	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	\$10.00
ASSIGNMENT OF CONTRACT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
ASSIGNMENT OF EASEMENT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00

ASSIGNMENT OF RENTS AND LEASES	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
ASSIGNMENT OF LEASE	SIGNATURE OF ASSIGNOR 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
ASSIGNMENT OF MORTGAGE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	\$10.00 \$7.00 PER EACH ADDITIONAL REFERENCE
ASSUMPTION	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00 \$7.00 PER EACH ADDITIONAL REFERENCE
BANKRUPTCY LIEN	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
BILL OF SALE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
BYLAWS	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
CANCELLATION OF CONTRACT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
CANCELLATION OF LEASE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
CASH BOND	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL MECHANICS LIEN INFORMATION	\$10.00

CERTIFICATE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
CERTIFIED COPY OF ANY DOCUMENT	OFFICIAL SEAL	\$10.00 NO PER PAGE FEE
CHILD SUPPORT LIEN	NOTICE SIGNED BY AGENT	\$10.00
CHILD SUPPORT LIEN RELEASE	NOTICE SIGNED BY AGENT	\$10.00
CONDEMNATION ORDER	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
CONSENT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
CONTRACT OF SALE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
DEATH CERTIFICATE	OFFICIAL	\$10.00
DECLARATION	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
DEED	Signature of grantor (seller) Name and address of grantee (buyer) Derivation clause (except quit claim & deed of distribution) SC Probate or Acknowledgement Property description Affidavit of consideration except for deed of distribution	\$15.00 DEED TAX - \$3.70/THOUSAND (\$2.60-state - \$1.10-county) except exempt per affidavit
EASEMENT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
EASEMENT WITH CONSIDERATION	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00 DEED TAX - \$3.70/THOUSAND except exempt per affidavit

EXTENSION OF MORTGAGE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	\$10.00
FICTICIOUS NAME	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
FIDUCIARY LETTERS	SIGNATURE OF PROBATE JUDGE	\$10.00
PLAT	SURVEYOR SEAL AND SIGNATURE APPROVAL BY APPROPRIATE PLANNING COMMISSION	\$25.00
LEASE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
LIEN AFFIDAVIT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
MAINTENANCE AGREEMENT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
MAN HOME AFFID RETIR CER	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
MAN HOME LIEN AFIDAVIT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
MAN HOME LIEN SATISFACTION	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
MAN HOME SEVERANCE AGREEMENT MAN HOME AFFIXATION	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00

MASTER DEED	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
MECHANICS LIEN	PARTY SIGNATURE NOTARY SIGNATURE STATEMENT OF ACCOUNT PROPERTY DESCRIPTION	\$25.00
MEMORANDUM	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
MEMORANDUM OF TRUST	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
MENTAL HEALTH LIEN	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	NO CHARGE
MENTAL HEALTH LIEN SATISFACTION	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL LIEN INFORMATION	NO CHARGE
MISCELLANEOUS DOCUMENT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
MODIFICATION OF MORTGAGE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL LIEN INFORMATION	\$10.00 \$7.00 PER EACH ADDITIONAL REFERENCE
MORTGAGE	SIGNATURE OF MORTGAGOR MORTGAGEE'S ADDRESS DERIVATION CLAUSE 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE LEGAL PROPERTY DESCRIPTION	\$25.00

MORTGAGE AGREEMENT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
MORTGAGE ASSUMPTION	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL LIEN INFORMATION	\$10.00
NOTICE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
NOTICE OF LIEN	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE PROPERTY DESCRIPTION	\$25.00
NOTICE OF PROJECT COMMENCEMENT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE PROPERTY DESCRIPTION	\$15.00
NOTICE OF SEIZURE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE PROPERTY DESCRIPTION	\$25.00
OPTION	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE PROPERTY DESCRIPTION	\$25.00
ORDER	SIGNATURE OF JUDGE	\$10.00
OWNER BUILDER DISCLOSURE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE PROPERTY ADDRESS	\$25.00

PARTIAL RELEASE MECH LIEN	PARTY SIGNATURE NOTARY SIGNATURE ORIGINAL MECHANICS LIEN INFO AND RECORDING DATA	\$10.00
PARTIAL RELEASE OF MORTGAGE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA PROPERTY DESCRIPTION	\$10.00 \$7.00 PER EACH ADDITIONAL REFERENCE
PARTNERSHIP AGREEMENT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
PERFORMANCE BOND	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE PROPERTY DESCRIPTION	\$25.00
PLEDGE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE PROPERTY DESCRIPTION	\$25.00
POWER OF ATTORNEY	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE IF MILITARY POA - CANNOT REJECT FOR REQUIREMENTS	\$25.00
POWER OF ATTORNEY/"COMBAT ZONE"	IF MILITARY POA - CANNOT REJECT FOR REQUIREMENTS MUST SHOW ORDERS OF DEPLOYMENT	NO CHARGE
RELEASE(GRANTOR/GRANTEE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
RELEASE OF EASEMENT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
RELEASE OF LIEN	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00

RELEASE OF MECHANICS LIEN	PARTY SIGNATURE NOTARY SIGNATURE ORIGINAL MECHANICS LIEN INFO AND RECORDING DATA	\$10.00
RELEASE OF MORTGAGE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA PROPERTY DESCRIPTION	\$10.00 \$7.00 PER EACH ADDITIONAL REFERENCE
RELEASE PLEDGE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
RELEASE RIGHT OF WAY	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
RESCISSION OF SATISFACTION	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES	\$10.00
RESCISSION DOCUMENT	SC ACKNOWLEDGMENT OR PROBATE	\$10.00
RESOLUTION	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
RESTRICTIVE COVENANTS	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
REVOCATION	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
REVOCATION POWER OF ATTORNEY	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	\$10.00

REVOCATION POWER OF ATTORNEY/"COMBAT ZONE"	IF MILITARY POA - CANNOT REJECT FOR REQUIREMENTS	NO CHARGE
RIGHT OF WAY	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
SATISFACTION OF MORTGAGE	IF A SEPARATE DOCUMENT: SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA LOST MORTGAGE AFFIDAVIT IF NOTED ON ORIGINAL MORTGAGE: SIGNATURE OF PERTINENT PARTIES DATE 1 or 2 WITNESSES	\$10.00
SUBORDINATION MECHANICS LIEN	PARTY SIGNATURE NOTARY SIGNATURE	\$10.00
SUBORDINATION OF MORTGAGE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00
SUPPLEMENTAL INDENTURE	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	\$25.00
TERMINATION/MISCELLANEOUS	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$25.00
TIMBER CONTRACT	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$15.00
TRADE NAME	SIGNATURE OF PERTINENT PARTIES 2 WITNESSES SC ACKNOWLEDGMENT OR PROBATE	\$10.00

UCC (MORTGAGE BOOK)	MARK X IN BOX FOR REAL ESTATE RECORDS DEBTOR/LENDER PROPERTY DESCRIPTION	\$25.00
UCC AGREEMENT (MORTGAGE BOOK)	MARK X IN BOX FOR REAL ESTATE RECORDS DEBTOR/LENDER PROPERTY DESCRIPTION/ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	\$25.00
UCC AMENDMENT (MORTGAGE BOOK)	MARK X IN BOX FOR REAL ESTATE RECORDS DEBTOR/LENDER PROPERTY DESCRIPTION/ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	\$25.00
UCC ASSIGNMENT (MORTGAGE BOOK)	MARK X IN BOX FOR REAL ESTATE RECORDS DEBTOR/LENDER PROPERTY DESCRIPTION ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	\$25.00
UCC CONTINUATION (MORTGAGE BOOK)	MARK X IN BOX FOR REAL ESTATE RECORDS DEBTOR/LENDER PROPERTY DESCRIPTION/ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	\$25.00
UCC PARTIAL RELEASE (MORTGAGE BOOK)	MARK X IN BOX FOR REAL ESTATE RECORDS DEBTOR/LENDER PROPERTY DESCRIPTION ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	\$25.00
UCC RELEASE (MORTGAGE BOOK)	MARK X IN BOX FOR REAL ESTATE RECORDS DEBTOR/LENDER PROPERTY DESCRIPTION/ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	\$25.00
UCC SUBORDINATION (MORTGAGE BOOK)	MARK X IN BOX FOR REAL ESTATE RECORDS DEBTOR/LENDER PROPERTY DESCRIPTION ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA SC ACKNOWLEDGMENT OR PROBATE	\$25.00
UCC TERMINATION (MORTGAGE BOOK)	MARK X IN BOX FOR REAL ESTATE RECORDS DEBTOR/LENDER PROPERTY DESCRIPTION ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	\$25.00
VACATION TIME SHARE DEED	MUST CLEARLY INDICATE "VACATION TIME SHARING OWNERSHIP DEED"	\$10.00

UCC FILINGS		
MANUFACTURED HOME FIN STM	PROPER SECRETARY OF STATE FORM	\$25.00
PUBLIC FINANCE STATEMENT	PROPER SECRETARY OF STATE FORM	\$20.00
UCC TERMINATION	DEBTOR/LENDER	\$25.00
	ORIGINAL DOCUMENT INFORMATION AND RECORDING DATA	
LIEN FILINGS		
EMPLOYMENT SECURITY	OFFICIAL FORM	\$10.00
EMPLOYMENT SECURITY PARTIAL RELEASE	OFFICIAL FORM	\$10.00
EMPLOYMENT SECURITY RELEASE	OFFICIAL FORM	\$10.00
FEDERAL JUDGMENT	OFFICIAL FORM	\$10.00
FEDERAL JUDGMENT AMENDMENT	OFFICIAL FORM	\$10.00
FEDERAL JUDGMENT RELEASE	OFFICIAL FORM	\$10.00
FEDERAL LIEN	OFFICIAL FORM	\$10.00
FEDERAL LIEN PARTIAL RELEASE	SIGNATURE OF AGENT	\$10.00
FEDERAL LIEN RELEASE	OFFICIAL FORM	\$10.00
FEDERAL SUBORDINATION	SIGNATURE OF AGENT	\$10.00
FEDERAL WITHDRAWAL	OFFICIAL FORM	\$10.00
WARRANT FOR DISTRAINT	OFFICIAL FORM	\$10.00
WORKMANS COMP LIEN	OFFICIAL FORM	\$10.00
WORKMANS COMP PARTIAL RELEASE	OFFICIAL FORM	\$10.00
WORKMANS COMP RELEASE	OFFICIAL FORM	\$10.00