

Prerequisites to Recording Documents: (Except As Otherwise Provided By Statute)

- Original documents or certified copies from courts or government agencies are required.
- The instrument must be signed by the seller, borrower, or maker (person who binds himself to another by contract).
- On all written instruments, with the exception of a mortgage satisfaction, there must be **two witnesses** and a **probate** or **acknowledgement statement**. State Statute 30-5-30 (EXCEPT AS OTHERWISE PROVIDED BY STATUTE)
PROBATE: The notary did not see the seller sign the document but one of the witnesses made oath before them that they witnessed the seller sign the document.
ACKNOWLEDGEMENT: Notarized statement that the notary saw the seller sign the document. The notary may also be one of the witnesses.
- All written instruments must be dated.
- All written instruments must be notarized with the date their commission expires.
- All deeds and mortgages presented for recording shall include a derivation, (with the exception of a quit-claim or non-warranty deed) legal description of property and address of the purchaser or mortgage holder. State Statute 30-5-35
DERIVATION: Clause stating from whom title was acquired and date.
- Deeds, exempt from the documentary taxes, must be accompanied with an affidavit citing the exemption claimed.
- Tax map or parcel identification numbers are required on all deeds.
- All filing fees are to be paid when documents are presented for recording.
- All plats must be approved by the proper authority before recording:
Plats/ Pickens City: City Planner 864-878-6421
Plats/ Pickens County: Planning Commission 864-898-5953
E-911 864-898-5960
Plats/Easley City: 864-855-7907
Plats/Clemson City: 864-653-2050
Plats/Liberty, Central, Norris: 864-843-9400 or 639-2033

Mortgage Satisfaction: Submit the **original** mortgage stamped “paid in full” and dated on the face of the instrument. A person from the lending institution must sign with their title and **ONE** witness. **If the original is lost or destroyed,** they need to file a Lost Mortgage document where the mortgage holder must sign with **TWO** witnesses, have a probate or acknowledgment and affidavit that states the original mortgage has been lost and contain the book and page numbers where the original mortgage was filed and state that it has not been assigned.

Out of state instruments must conform to the recording requirements of this state or if an instrument has been recorded in another state, a certified, true copy signed by the Clerk of Court or the Register of Deeds will be accepted for recording.