



Document Bulletin for Richland County, SC

Richland County, SC is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- Margins are 1” for top, side and bottom of document.
- Letter and Legal Sized Documents Accepted
- Recording Hours: M-F, 8:30 AM to 5:00 PM
- 300 DPI on all images required.

Document Types	Required Indexed Fields
Addendum Affidavit Mortgage Affidavit Affidavit Mechanics Lien *Agreement Deed Agreement Mortgage Agreement Right of Way Agreement Sewer Airplane Lien #Amend to Assignment #Amend to Lien #Amend to Mortgage #Amend to POA #Amend to POA #Amend to Restrictions #Amend. to Decl & Master Deed #Amend. to Partnership Agr. #Amended Mechanics Lien #Amendment Deed #Amendment Tax Lien Annexation Addendum Article of Corporation #Asgmt Lease Rent Profit #Assignment Contract of Sale #Assignment Deed #Assignment Notice #Assignment of Lease #Assignment of Mortgage #Assignment of Option Agreement #Assumption Agreement #Assumption of Lease Bankruptcy Bond Discharge Mechanics Lien Bond forTitle ByLaws HOA Cancellation Deed Cancellation of Lease Certificate	All Doc types Require: Grantor/Grantee Requesting Party/Address Additional Indexing: *Consideration Amount + Loan Amount # Instrument, Book & Page

Certificate of Appointment Clerk of Court Lien Condemnation Notice Consent Order Contract of Sale Contractor Notice ConvDeed ConvLien ConvMRel *Corrective Deed *Corrective Deed of Distribution Death Certificate Declaration of Covenants *Deed *Deed Roads & Drainage *Deed of Distribution Demo Unsafe Housing Demolition Lien Discharge of Tax Liens *Easement *Easement Roads & Drainage East Rich Pub Serv Lien Employment Security Lien Encroachment Estoppel & Modification Agr Expansion Fee Agreement Extension Agreement Fiduciary Letter *Good Deed Indenture Lease Lien Child Support Arrearage *Lien Deed #Lost Mortgage Satisfaction *Master Deed *Master's Deed Foreclosure Mechanics Lien *Memorandum Deed Memorandum of Agreement Memorandum of Lease Merger MH Lien Affidavit MH Lien Sat MH Severance MH Title Retirement #Modification Deed #Modification of Easement #Modification of Mortgage #Modification of Restriction +Mortgage Notice Notice of Sewer Lien Number Not Used Option to Purchase Order Order of Dismissal #Partial Rel Judgment #Partial Release Deed #Partial Release Discharge of Mech Lien #Partial Release Lien #Partial Release Mortgage #Partial Release Tax Lien #Partial Release Asgmt of Lease #Partial Release of Deed #Partial Release of Lease #Partial Release of Lien Rights #Partial Release of Mech Lien	
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#Partial Release of Mortgage
#Partial Release of Restriction
Partnership Agreement
Permit
Petition
Plat Oversized
Plat Oversized 11 x 17
Plat Standard
Postponement Mortg.
Power of Attorney
*Quitclaim Deed
Real Property Agreement
Recission Mortgage
Recission of Mortgage Sat
#Release Agreement
#Release Bond Discharge Mech Lien
#Release Bond for Title
#Release Deed
#Release Right of Refusal
#Release Right to Repurchase
#Release Assign Lease
#Release of Airplane Lien
#Release of Assignment
#Release of Easement
#Release of ERPSC Liens
#Release of Lien
#Release of Mech Lien
#Release of Mortgage
#Release of Restrictions
#Release of Tax Lien
#Release of Unpaid Assessment
Relief Order
Resolution
Restrictions
Revocation of P O A
*Right of Way
#Sat Asgmt Lease Rents
#Sat of Agreement
#Sat of Agreement Mortgage
#Sat of Asgmt Mortgage
#Sat of Assignment of Leases
#Sat of Modification
#Sat of Unpaid Assessment
#Sat. of Real Prop. Agree.
#Satisfaction of Airplane Lien
#Satisfaction of Mechanic Lien
#Satisfaction of Mortgage
#Satisfaction of Tax Lien
SC Employ Sec Lien
Security Agreement
#Subordination Deed
#Subordination Tax Lien
#Subordination Agreement
#Subordination of Lien
#Subordination of Mortgage
Substitution
Surety Bond
Tax Lien Federal
Tax Lien State
#Termination Deed
#Termination Mortgage
#Termination of Bond
*Timber Deed
Trust
UCC 1 Mortgage
UCC 3 Mortgage
Unpaid Assesment Lien

Waiver Right of Repurchase *Warranty Deed Withdrawal of Tax Lien	
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