



Office of the Register of Deeds

Timothy L. Nanney
Register of Deeds
tnanney@greenvillecounty.org
www.greenvillecounty.org/rod

THIS SAMPLE DEED OF DISTRIBUTION IS FOR INFORMATIONAL PURPOSES ONLY. WE RECOMMEND YOU SPEAK WITH AN ATTORNEY IF YOU NEED LEGAL COUNSEL OR ASSISTANCE IN COMPLETING THE DEED OF DISTRIBUTION. *All Greenville County staff are prohibited from providing legal advice or assisting in the completion of this form.*

We recommend that a title search be done by an attorney prior to completing the Deed of Distribution. The attorney can make the final determination as to whether a formal title examination is in order.

It is all too common for Deeds of Distribution to contain errors and omissions when citizens attempt to draft their own or when the Personal Representative hires an attorney only for the purpose of completing the Deed of Distribution based on a prior deed with the property description to save the Estate the expense of a formal title exam.

Title defects result from improperly drafted Deeds of Distribution. When the property is sold or refinanced or when tax notices are sent, the Estate may have to be reopened to correct the mistakes. This is usually much more expensive and time consuming than paying for a formal title exam at the outset. The title exam expense is an Estate expense, i.e., the attorney can be paid from Estate assets for the title exam and Deed of Distribution preparation.

A copy of the deed of the Decedent's property in Greenville County can be found at www.greenvillecounty.org/rod under the Search Public Records option of the department menu. To search deeds recorded after 1985, you will need to create a new Individual User Account for the Register of Deeds Search System. You can search by Decedent's name or by the Book and Page of the deed if you have it. You may also visit the Register of Deeds office located in the Greenville County Administration Building's South Tower on the 2nd floor.

When you are ready to record a Deed of Distribution, you can mail the completed document to Register of Deeds, 301 University Ridge, Suite S-2100, Greenville, SC 29601. The recording fee is \$15.00. Please provide a self-addressed stamped envelope when recording the document by mail. You may also bring the completed Deed of Distribution to the Register of Deeds office to record.

After recording the document, please provide a copy of the recorded Deed of Distribution to the Probate Court for filing in the Estate case record. Give the original to the individual receiving the property.

The attached sample of a Deed of Distribution shows the information needed to complete this document. Greenville County does not provide notary or legal services.

STATE OF SOUTH CAROLINA)
)
COUNTY OF GREENVILLE)
)
IN THE MATTER OF:)
NAME OF DECEDENT)
(Decedent))

IN THE PROBATE COURT
**DEED OF DISTRIBUTION
(Real Property Only)
NOT A WARRANTY DEED**

CASE NUMBER: 20##-ES-23-####

The undersigned states as follows:

Decedent died on DATE OF DEATH, and probate of the Estate is being administered in the Probate Court for Greenville County, South Carolina, in File # PROBATE COURT CASE NUMBER.

I was appointed Personal Representative on DATE THE PERSONAL REPRESENTATIVE WAS APPOINTED.

Decedent owned real property described as follows:

Tax Map Number: TMS# OR PARCEL ID# (This can be obtained through the Register of Deeds Office or Assessor's Office.)

Street/Property Address: PHYSICAL ADDRESS OF PROPERTY (This is located on your property tax bill or property card.)

Legal Description:

THE PROPERTY DESCRIPTION USUALLY BEGINS WITH "ALL THAT CERTAIN PIECE OR PARCEL OF LAND . . ."
(This can be found on the Decedent's deed. This description needs to be copied word for word. If not, this may cause problems transferring the property.)

(You may also attach a copy of the legal description.)

Additional sheet(s) for additional property(ies) is attached (check if applicable). **PLEASE CHECK IF ADDITIONAL SHEETS ARE ATTACHED FOR ADDITIONAL PROPERTIES.**

This transfer is made pursuant to: **PLEASE CHECK THE APPROPRIATE BOX (Contact your Probate Court Judicial Assistant for questions concerning which box to check.)**

- Decedent's Will
 Intestacy Statute: SCPC 62-2-103
 Private Family Agreement: SCPC 62-3-912
 Disclaimer by: _____
 Probate Court Order issued on _____
 Other: _____

