

Horry County SC Cover Page

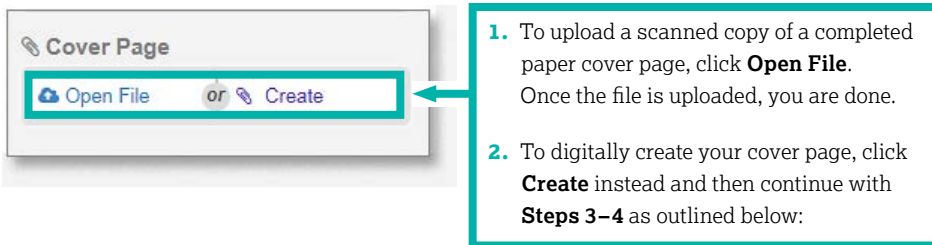
This county requires that each instrument presented for recording be accompanied by their cover page — the *Horry County Register of Deeds Transmittal Sheet*.

For your convenience, you may upload a scanned copy of a completed paper cover page (a sample is included on pages 2–3), or ePrepare can digitally create one¹ for you based on your indexed data.

Adding the cover sheet in ePrepare

Before adding the cover sheet, ensure the following items are completed:

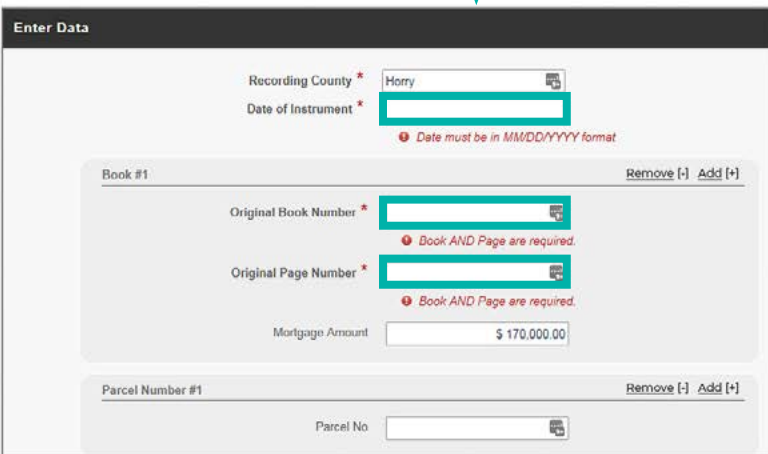
- The main document image is present.
- The document-type is specified.
- All required indexing is completed.



1. To upload a scanned copy of a completed paper cover page, click **Open File**. Once the file is uploaded, you are done.

2. To digitally create your cover page, click **Create** instead and then continue with **Steps 3–4** as outlined below:

3. Complete all required data fields. If needed, you may add or remove additional **Book** or **Parcel Numbers**.



Enter Data

Recording County * Horry

Date of Instrument *

Date must be in MM/DD/YYYY format.

Book #1 Remove [-] Add [+]

Original Book Number *

Book AND Page are required.

Original Page Number *

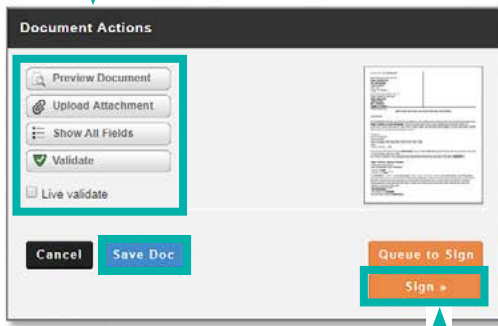
Book AND Page are required.

Mortgage Amount \$ 170,000.00

Parcel Number #1 Remove [-] Add [+]

Parcel No.

i If desired, you may preview the cover page by saving the document and then choosing **Preview Document**.



Document Actions

Preview Document

Upload Attachment

Show All Fields

Validate

Live validate

Cancel Save Doc

Queue to Sign

Sign »

4. Click **Sign** to save the data and create the cover page¹, which is then added as an attachment to the main document image.

¹Digitally-created cover pages do not automatically update

Once the cover page is created, it does not auto-update. If subsequent changes are made to indexing, you must create a new cover page before submitting the document, or the county will reject your package.

To create a replacement cover page, follow **Steps 2–4** again. ePrepare will give you the opportunity to confirm the deletion of your current cover page before proceeding with the creation of the new one.

Punctuation is not permitted

Horry County does not accept punctuation of any kind in the fields for **grantor, grantee, mortgagor, mortgagee, obligor, or obligee**. This restriction applies to both indexing and the county's transmittal sheet.



HORRY COUNTY REGISTER OF DEEDS TRANSMITTAL SHEET

TO BE FILED WITH EACH INSTRUMENT PRESENTED FOR RECORDING.
REGISTER OF DEEDS, POST OFFICE BOX 470, CONWAY, SOUTH CAROLINA 29528

DOCUMENT TYPE OF INSTRUMENT BEING FILED: _____

DATE OF INSTRUMENT: _____

DOCUMENT SHALL BE RETURNED TO:

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

RELATED DOCUMENT(S): LIST THE PREVIOUS BOOK AND PAGE NUMBER(S) THIS DOCUMENT PERTAINS TO IF APPLICABLE: **THIS INFORMATION MUST ALSO APPEAR CONSPICUOUSLY ON THE FIRST PAGE OF ALL SUBSEQUENT DOCUMENTS.**

PURCHASE PRICE / MORTGAGE AMOUNT: \$: _____

BRIEF PROPERTY DESCRIPTION: _____

TAX MAP NUMBER (TMS #) _____

LIST **ALL PARTIES TO BE INDEXED** IN THIS TRANSACTION: **ALL NAMES ARE TO BE BOLDED AND CAPITALIZED** (IF ADDITIONAL SPACE IS REQUIRED, SEE PAGE 2)

GRANTOR / MORTGAGOR / OBLIGOR / MAKER (FROM WHO):

LAST NAME

FIRST NAME

MIDDLE NAME

- | | | | |
|----|-------|-------|-------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |

FULL BUSINESS NAME

- | | |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |

GRANTEE / MORTGAGEE / OBLIGEE / (FROM WHOM):

LAST NAME

FIRST NAME

MIDDLE NAME

- | | | | |
|----|-------|-------|-------|
| 1. | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ |

FULL BUSINESS NAME

- | | |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |

THIS PAGE SHOULD BE SENT TO RECORD ONLY IF ADDITIONAL SPACE WAS NEEDED.

LIST ALL PARTIES TO BE INDEXED IN THIS TRANSACTION: ALL NAMES ARE TO BE BOLDED AND CAPITALIZED

GRANTOR / MORTGAGOR / OBLIGOR / MAKER (FROM WHO):

	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE NAME</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

FULL BUSINESS NAME

1. _____
2. _____
3. _____
4. _____

GRANTEE / MORTGAGEE / OBLIGEE / (FROM WHOM):

	<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>MIDDLE NAME</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

FULL BUSINESS NAME

1. _____
2. _____
3. _____
4. _____

STATE OF SOUTH CAROLINA)
COUNTY OF HORRY)

AFFIDAVIT

TO BE FILED WITH EACH CONVEYANCE INSTRUMENT PRESENTED FOR RECORDING.
REGISTER OF DEEDS, POST OFFICE BOX 470, CONWAY, SOUTH CAROLINA 29528

PERSONALLY appeared before me the undersigned, who being duly sworn, deposes and says:

1. I have read the information on this affidavit and I understand such information.
2. The property being transferred is located at _____
bearing Horry County Tax Map Number _____, was transferred on
by _____
to _____

3. Check one of the following: The deed is
(a) subject to the deed recording fee as a transfer for consideration paid or to be paid in money or money's worth.
(b) subject to the deed recording fee as a transfer between a corporation, a partnership, or other entity and a stockholder, partner, or owner of the entity, or is a transfer to a trust or as a distribution to a trust beneficiary.
(c) exempt from the deed recording fee because (See Information section of affidavit):

(If exempt, please skip items 4-7, and go to item 8 of this affidavit.)

If exempt under exemption #14 as described in the information section of this affidavit, did the agent and principal relationship exist at the time of the original sale and was the purpose of this relationship to purchase the realty? Check Yes or No

4. Check one of the following if either item 3(a) or item 3(b) above has been checked (See Information section of this affidavit):
(a) The fee is computed on the consideration paid or to be paid in money or money's worth in the amount of _____
(b) The fee is computed on the fair market value of the realty which is _____
(c) The fee is computed on the fair market value of the realty as established for property tax purposes which is _____

5. Check Yes or No to the following: A lien or encumbrance existed on the land, tenement, or realty before the transfer and remained on the land, tenement, or realty after the transfer. If "Yes," the amount of the outstanding balance of this lien or encumbrance is: _____ Recorded in Book _____ Page _____

6. The deed recording fee is computed as follows:
(a) Place the amount listed in item 4 above here: _____
(b) Place the amount listed in item 5 above here: _____
(If no amount is listed, place zero here.)
(c) Subtract line 6(b) from Line 6(a) and place result here: _____

7. The deed recording fee due is based on the amount listed on Line 6(c) above and the deed recording fee due is: _____

8. As required by Code Section 12-24-70, I state that I am a responsible person who was connected with the transaction as:

9. I understand that a person required to furnish this affidavit who willfully furnishes a false or fraudulent affidavit is guilty of a misdemeanor and, upon conviction, must be fined not more than one thousand dollars or imprisoned not more than one year, or both.

SWORN to before me this _____
Day of _____ year of _____

Responsible Person Connected with the Transaction

Notary Public for _____

Print or type the above name here

My Commission Expires: _____

INFORMATION - THIS PAGE NOT TO BE RECORDED

Except as provided in this paragraph, the term “value” means “the consideration paid or to be paid in money or money’s worth for the realty”. Consideration paid or to be paid in money’s worth includes, but is not limited to, other realty, personal property, stocks, bonds, partnership interest and other intangible property, the forgiveness or cancellation of a debt, the assumption of a debt, and the surrendering of any right. The fair market value of the consideration must be used in calculating the consideration paid in money’s worth. Taxpayers may elect to use the fair market value of the realty being transferred in determining fair market value of the consideration. In the case of realty transferred between a corporation, partnership, or other entity and a stockholder, partner, or owner of the entity, and in the case of realty transferred to a trust or as a distribution to a trust beneficiary, “value” means the realty’s fair market value. A deduction from value is allowed for the amount of any lien or encumbrance existing on the land, tenement, or realty before the transfer and remaining on the land, tenement, or realty after the transfer. Taxpayers may elect to use the fair market value for property tax purposes in determining fair market value under the provisions of the law.

Exempted from the fee are deeds: Section 12-24-40

- (1) transferring realty in which the value of the realty, as defined in Code Section 12-24-30, is equal to or less than one hundred dollars;
- (2) transferring realty to the federal government or to a state, its agencies and departments, and its political subdivisions, including school districts;
- (3) that are otherwise exempted under the laws and Constitution of this State or of the United States;
- (4) transferring realty in which no gain or loss is recognized by reason of Section 1041 of the Internal Revenue Code as defined in Section 12-6-40(A);
- (5) transferring realty in order to partition realty as long as no consideration is paid for the transfer other than the interests in the realty that are being exchanged in order to partition the realty;
- (6) transferring an individual grave space at a cemetery owned by a cemetery company licensed under Chapter 55 of Title 39;
- (7) that constitutes a contract for the sale of timber to be cut;
- (8) transferring realty to a corporation, a partnership, or a trust in order to become, or as, a stockholder, partner, or trust beneficiary of the entity provided no consideration is paid for the transfer other than stock in the corporation, interest in the partnership, beneficiary interest in the trust, or the increase in value in such stock or interest held by the grantor. However, the transfer of realty from a corporation, a partnership, or a trust to a stockholder, partner, or trust beneficiary of the entity is subject to the fee even if the realty is transferred to another corporation, a partnership, or trust.
- (9) transferring realty from a partnership to a partner or from a family trust to a beneficiary, provided no consideration is paid for the transfer other than a reduction in the grantee’s interest in the partnership or trust. A “family partnership” is a partnership whose partners are all members of the same family. A “family trust” is a trust, in which the beneficiaries are all members of the same family. The beneficiaries of a family trust may also include charitable entities. “Family” means the grantor and the grantor’s spouse, parents, grandparents, sisters, brothers, children, stepchildren, grandchildren, and the spouses and lineal descendants of any of the above. A “charitable entity” means an entity which may receive deductible contributions under Section 170 of the Internal Revenue Code as defined in Section 12-6-4(A);
- (10) transferring realty in a statutory merger or consolidation from a constituent corporation to the continuing or new corporation;
- (11) transferring realty in a merger or consolidation from a constituent partnership to the continuing or new partnership; and,
- (12) that constitute a corrective deed or a quitclaim deed used to confirm title already vested in the grantee, provided that no consideration of any kind is paid or is to be paid under the corrective or quitclaim deed.
- (13) transferring realty subject to a mortgage to the mortgagee whether by a deed in lieu of foreclosure executed by the mortgagor or deed executed pursuant to foreclosure proceedings.
- (14) transferring realty from an agent to the agent’s principal in which the realty was purchased with funds of the principal, provided that a notarized document is also filed with the deed that establishes the fact that the agent and principal relationship existed at the time of the original purchases as well as for the purpose of purchasing the realty.
- (15) Transferring title to facilities for transmitting electricity that is transferred, sold, or exchanged by electrical utilities, municipalities, electric cooperatives, or political subdivisions to a limited liability company which is subject to regulation under the Federal Power Act (16 U.S.C. Section 791(a) and which is formed to operate or to take functional control of electric transmission assets as defined in the Federal Power Act.