



## COUNTY OF LEXINGTON REGISTER OF DEEDS

DEBRA GUNTER  
REGISTRAR

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Telephone (803) 785-8168 / 785-8307 Fax (803) 785-8189

**THE INFORMATION CONTAINED IN THIS PACKET IS INTENDED ONLY AS A GUIDE  
IF YOU NEED LEGAL ADVICE YOU WILL NEED TO CONTACT AN ATTORNEY**

The first step in this process is to find or have someone help you find the deed and make a copy.

**The following numbers all correspond to numbers on the attached sample deed:**

1. Fill in the name of the deceased person.
2. Fill in the Probate Court Estate file number.
3. If the title has not been examined by an attorney, fill in the words "NO TITLE EXAM" here.
4. If property location in another County, indicate here.
5. Date of Death of decedent
6. Date of appointment of Personal Representative.
7. The Tax Map Number can be obtained in this office or in the assessor's office – 2<sup>nd</sup> Floor of the Lexington County Administration Building.
8. The physical address of property.
9. This section is for the property description, usually beginning with "All that certain piece...". You may copy the description from the original deed when beginning this process. Please be sure to copy word-for-word.
10. Derivation – Information from decedent's deed, as to how they acquired the property.
11. Transfer is made pursuant to: Check applicable box
12. This should include the name of each and every person who is inheriting the property. You may use another sheet if necessary. If the spouse is inheriting, please indicate by writing "SPOUSE" next to name.
13. Name of deceased person.
14. The Personal Representative should sign here and write or type "Personal Representative" under the signature.
15. If there is a co-representative they should sign and print name here.
16. Have two people, (A) and (B) witness the signature of the Personal Representative.
17. Acknowledgement – Have a notary notarize the signature of the personal representative.

Bring the completed document along with one copy, \$10.00 and a stamped, self-addressed envelope to this office to be recorded.

STATE OF SOUTH CAROLINA )  
 )  
COUNTY OF LEXINGTON )  
 )  
IN THE MATTER OF: )  
(1) )  
(Decedent) )

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

CASE NUMBER: (2)  
**(3)**

County where property is located If not above County: (4)

The undersigned states as follows:

Decedent died on (5); and probate of the Estate is being administered in the Probate Court for LEXINGTON County, South Carolina, in File # (2).

I/We was/were appointed Personal Representative(s) on (6).

Decedent owned real property described as follows:

Tax Map Number: (7)

Street/Property Address: (8)

Legal Description: (9)

Derivation: (10)

This transfer is made pursuant to: (11)

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

