



**COUNTY OF LEXINGTON
REGISTER OF DEEDS**

**DEBRA M. GUNTER
REGISTRAR**

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**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. 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.*
5. This section is for the property description, usually beginning with "All that certain piece.....". You may copy the description from the deed you originally obtained when beginning this process. Please be sure to copy word for word.
6. Fill in the address of the person who will receive the tax bill.
7. This should include the Grantor (name of party that conveyed to deceased), book and page number, as well as date deed was filed. This information can be found on the copy of the deed you originally obtained when beginning this process.
8. The Tax Map Number can be obtained in this office or in the assessor's office – 2nd floor.
9. Fill in the same names as Step 4 (not addresses).
10. Name of deceased person.
11. The Personal Representative should sign here and write or type "Personal Representative" under the signature.
12. Have two people, (A) and (B) witness the signature of the Personal Representative.
13. Have a notary notarize the signature of witness (A).

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

STATE OF SOUTH CAROLINA

COUNTY OF LEXINGTON

IN THE MATTER OF (1)

) IN THE PROBATE COURT

)

)

)

) CASE NUMBER: (2)
(3)

DEED OF DISTRIBUTION

WHEREAS, the decedent died on the _____ day of _____, _____; and,

WHEREAS, the estate of the decedent is being administered in the Probate Court of _____ County, South Carolina in File # _____ (2) and,

WHEREAS, the grantee herein is either a beneficiary or heir at law as appropriate, of the decedent; and,

WHEREAS, the undersigned Personal Representative is the duly appointed and qualified fiduciary in this matter; and,

NOW, THEREFORE, in accordance with the laws of the State of South Carolina, the Personal Representative has granted, bargained, sold and released, and these Presents does grant, bargain, sell and release to:

Name: _____ (4)

Address: _____

***If spouse is inheriting,
please indicate by writing
"SPOUSE" next to name.**

the following described property: _____ (5)

SAMPLE

Grantee's Address (6)

Derivation (7)

Tax Map Number (8)

Case Number:

TOGETHER with all and singular, the Rights, Members, Hereditaments and Appurtenances to the said Premises/Property belonging, or in anywise incident or appertaining.

TO HAVE AND TO HOLD, all and singular, the said Premises/Property unto the said:

_____ (9) _____
their heirs and assigns forever.

IN WITNESS WHEREOF, the undersigned, as Personal Representative of the estate of the decedent, has executed this Deed, this _____ day of _____ 20_____.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF

Estate of: _____ (9) _____
by Signature: _____ (11) _____

Witness: _____ (A) _____

Witness: _____ (B) _____

STATE OF SOUTH CAROLINA
COUNTY OF _____

PROBATE

PERSONALLY appeared before me _____ in name of witness A _____
_____ and made oath that
he/she saw the within named Personal Representative(s) sign, seal, and as their act and deed,
deliver the within written Deed and that he/she with _____ fill-in name of witness B _____
_____ witnessed the execution thereof.

SWORN to before this _____ day of _____, 20_____.

Witness Signature: _____
Witness A signs here _____

Notary Public for South Carolina
My Commission Expires: _____