

PROPERTY OWNER INSTRUCTIONS FOR PLEDGE OF REAL ESTATE FOR SURETY  
BOND

**\*\*All property owners must be present with picture ID and must sign each document\*\***

1. Property owner(s) must first complete the “Application for Pledge of Real Estate for Surety Bond” at the Clerk of Court’s Office before any other documents can be completed or filed. The original signed application must be retained by the Clerk’s Office. Warrant, charge and bond amount for incarcerated inmates (Greenville County LEC) information may be found on the Greenville County web site ([www.greenvillecounty.org](http://www.greenvillecounty.org), Popular Services tab, then Public Safety tab, then Incarcerated Inmates tab).
2. Property owner(s) must have a title search conducted on real estate they wish to post. Search must be conducted by an attorney (member of the SC Bar) searching back 62 years from the current date.
3. Property owner(s) must complete the “Notice of Pledge of Real Estate” (included in packet) and must also obtain the following documents:
  1. Title of opinion letter from the attorney **OR** a completed “Certificate of Value of Real Estate for Bond” (included in packet). Either document must contain the Tax Map #, Legal Description of Property and any liens, mortgages, judgments or encumbrances; AND,
  2. A certified copy of the assessment roll (**value of the property must be based upon the appraised value by the County Tax Assessor**).
4. Property owner(s) must take the completed “Notice of Pledge of Real Estate” as well as the opinion letter from the attorney ( or the “Certificate of Value for Bond”) and the certified copy of the assessment roll to the Register of Deed’s Office to be filed. The filing fee at the Register of Deed’s office is \$10.
5. Property owner(s) must then bring the entire packet of paperwork back to the Clerk of Court’s Office for filing. The filing fee at the Clerk of Court’s Office is \$10.
6. **PLEASE NOTE: The documents must be dated the same day that they are being posted at the Clerk of Court’s Office.**
7. The Clerk of Court will retain the original documents and will provide property owner(s) with a certified copy to present to the appropriate judicial official for posting of bond. Property owner(s) must sign the back of “Bond Form II” in the area for surety bondsman.
8. Property posted for this purpose must be located within the County in which the charges are pending. Property located in another County or out of state **is not** appropriate for such a pledge.
9. Each County Clerk may determine whether the property must be free of all encumbrances or simply have sufficient equity in the property to cover the bond.

## RELEASING PROPERTY

1. Upon request, the Clerk of Court's Office will provide property owner(s) with a completed "Release of Pledge of Real Estate" upon proof of the defendant's adjudication.
  - If the charge was disposed of in *magistrate/municipal* (summary) court, property owner(s) must provide certified proof of disposition from the magistrate/municipal court.
  - If the charge was disposed of in *General Sessions* (circuit) court, no proof of disposition is required.
2. Property owner(s) must file the "Release of Pledge of Real Estate" with the Register of Deeds. The filing fee for this transaction at the Register of Deed's Office is \$5.00.
3. ***Release of property is not an automatic process after the case is disposed!*** Property owner(s) must follow steps 1 and 2 *completely* or the property will not be released.