

# Agent based Real Estate Document Collection

---

## Requirements:

- Using the Agent that you have developed, automate the **Charleston County, South Carolina** and **Berkeley County, South Carolina** public websites scraping to collect key property information. (Deed, Property Card and Tax Documents)
- Data collected should be stored by the TMS / Parcel Number. It is critical to determine how long it will take to scrape every number listed in the excel files. (You can find the TMS table at the last page of this document.)
- Links and clicks for each will be detailed below, and master excel lists with corresponding TMS / Parcel Numbers will be included in a separate document.
- *Try using a VPN service like TunnelBear if you are unable to access any of the following websites.*
  - For windows: <https://www.tunnelbear.com/apps/windows>
  - For macOS: <https://www.tunnelbear.com/apps/mac>

## Links and Clicks

### Charleston County

1. Start by navigating to [charlestoncounty.org/online-services.php](http://charlestoncounty.org/online-services.php)
2. Select pay taxes & view records [sc-charleston.publicaccessnow.com](http://sc-charleston.publicaccessnow.com)
3. Select real property record search [RealPropertyRecordSearch.aspx](http://RealPropertyRecordSearch.aspx)
4. Where the box states PIN, input the unique TMS parcel number (*from the table provided*) for (without dashes) and then click 'search' or hit 'enter'
5. A box should appear below. Click 'view details' and the property card will appear (See example <https://sc-charleston.publicaccessnow.com/RealPropertyRecordSearch/RealPropertyInfo.aspx?p=5590200072> )
6. Save this page as a PDF. Label every time is "Property Card" and the document is saved in the specific property folder in dropbox
7. The bottom of this page lists transactions where the property was sold. From here, I note all listed Book and Page numbers. This data is needed to view and download deeds from the Charleston County Register of Deeds website. As an aside, online viewing is

only available for books starting with the series starting with a letter and 280 (ex: A280) moving forward. This time frame is approximately 1997 – present day.

8. Once all book and page references are noted, I click tax info at the bottom of the page to get the real estate tax data. This page is then saved as a pdf in the dropbox file and labeled “tax info”  
<https://sc-charleston.publicaccessnow.com/RealPropertyBillSearch/AccountSummary.aspx?p=5590200072&a=1361283>
9. From here, go to the Register of Deeds page to pull the applicable deeds referenced on the property card. [Deed Book and Page](#)
10. Enter the 4 digit book number (either all numeric or alpha numeric) and the 3 digit page number. If the page number is less than 3 digits, a 0 needs to be entered (ex: 13 would be entered as 013). Then, click the legal disclaimer box and hit the search button below.
11. You’ll be taken to the [results page](#).
12. Here, click the ‘View’ button on the far right hand column and a pdf of the recorded image will appear.  
<https://docviewer.charlestoncounty.org/ROD/ViewDocument?param1=iPWBiBsbwOfGeRXXXBBBXXXiWhtnnwXXXGGGXXXXXXGGGXXX&param2=ceStzSc1RkWIV8GpR9OXeQXXXGGGXXXXXXGGGXXX&param3=nFOLdxMy5oXXXHHHXXXj0CwXXXHHHXXXXXXHHHXXXu9HXXXBBBXXXUgHII2SyzJco85uXXXBBBXXXACWKVvXXXGGGXXX>
13. Save the image by the book and page number in the specific property file in dropbox, preceded by the letters DB for Deed Book. Ex: 0799 591 would be saved as DB 0799 591.
14. Close the view window and navigate back to enter the next book and page number by either clicking the back arrow or selecting “book and page” from the Deeds/Mortgages/Misc tab near the top of the page.
15. Repeat the process until all deeds are collected.

## Berkeley County

1. Start by navigating to [Berkeley County Property Search](#)
2. Enter the unique TMS number (without dashes) for the parcel being searched and click 'retrieve property card' (*you'll find the TMS numbers from the provided table at the bottom of the document*)
3. You'll be taken to the page with the specific card  
[https://berkeleycountysc.gov/propcards/property\\_card.php?tms=2590502005](https://berkeleycountysc.gov/propcards/property_card.php?tms=2590502005)
4. Save this page as a PDF. Label every time is "Property Card" and the document is saved in the specific property folder in dropbox
5. There is a column under previous owner history that lists prior conveyances of the property by book and page. These are either numerical or a combination of letters and numbers. I note each one of these conveyances so they can pull from the Berkeley County Register of Deeds website. I also note the year filed (See reasoning in Step 11)
6. Navigate to the Berkeley County Assessor website to lookup tax bills and tax receipts for the parcel being searched. [Berkeley County Taxes](#)
7. Input the TMS number (with no dashes) into the search bar and then hit 'search'. Click on the record displayed below by clicking "view" on the right side of the screen.
8. Select the tab labeled 'View & Print Bill'. Save this as a PDF and label it as 'tax bill' in the corresponding dropbox folder.
9. Select the tab labeled 'View & Print Receipt' (if available). Save this as a PDF and label it as 'tax receipt' in dropbox.
10. Navigate to the Berkeley County register of deeds website. On this site, records are available from July 1, 1983 – present.  
<https://search.berkeleydeeds.com/NameSearch.php?Accept=Accept>
11. Near the bottom left of the page, there is a drop down tab titled "Book Type" along with blank boxes to input book and page numbers. The default is RECORD BOOK. For deeds filed BEFORE 9/14/2015, this will need to be changed to OLD REAL PROPERTY.
12. Enter deed book and page information into the blank boxes once the appropriate drop down has been selected and then click 'search'. For page numbers, similar to Charleston county, if the page is less than 3 digits you will need to input zeros. (Ex: 13 = 013).
13. You'll be taken to a results page where you can then click a hyperlink on the far right of the page to a pdf of the recorded document.  
[https://search.berkeleydeeds.com/BookSearch.php?book%5Bbookcode%5D=RB&book%5Bbooknum%5D=3166&book%5Bpagenum%5D=124&book%5Bpagesuffix%5D=&inst\\_num=&lien\\_num=](https://search.berkeleydeeds.com/BookSearch.php?book%5Bbookcode%5D=RB&book%5Bbooknum%5D=3166&book%5Bpagenum%5D=124&book%5Bpagesuffix%5D=&inst_num=&lien_num=)
16. Save the image by the book and page number in the specific property file in dropbox, preceded by the letters DB for Deed Book. Ex: 3166 124 would be saved as DB 3166 124.
14. Close this popout and return to the results screen. Here you can navigate by inputting the next book and page number and hitting search (remembering to adjust the book type based on the date).
15. Continue this process until all deeds are collected.

**TMS Table:**

<b>Charleston County</b>	<b>Berkeley County</b>
5590200072	2340601038
5321500185	1950000124
3881300334	2750202052
4631102012	2090902140
3091300118	2321103084
5321500197	2341101012
4211400056	1591401029
3890000120	2590502005