



Administrative Recording Requirements

State of Georgia

Marital State: No

Trust State: No

Mortgage State: Yes

Recording Structure: 159 counties / Clerk of Superior Court

Required Documents: **Real Estate Transfer Tax Declaration Form**

Electronic Filing Required: <http://www.gsccca.org/efiling/pt61/>

Formatting of Documents:

Specified by statute

First page: 3" top margin

Name and address of preparer in top left 3" of first page

Return to (natural person) name and address in top left 3" of first page

Legal Description: Required

Other Requirements:

Grantee address must be included

Two witnesses required

Foreclosure deeds must be recorded within 90 days

Notary certification requires expiration date

Subsequent filings should include reference date, book & pages

Re-records require reason listed at top of document

Corrective documents require an Affidavit of Correction

Blanket Assignments: Generally accepted, exceptions apply

Blanket Releases: Generally accepted, exceptions apply

Fee Schedule: <http://www.gsccca.org/projects/feeSchedule.asp>

Completion Time: 2 days - 2 weeks

Georgia County Requirements:

DeKalb County Does not allow any type of corrective liquid or tape

Rabun County Requires borrower address on the front of the Security Deed