

State of Georgia Administrative Recording Requirements:

Marital State: No

Trust State: Yes

Mortgage State: No

BASIC REQUIREMENTS:

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" (maximum accepted)

Non-standard fee:

- Not accepted

Margins:

- First page: 3 ½" by 5" Top-Right corner; 1" other sides
- Other pages: 1"

Print:

- Black or blue ink
- 10 point font minimum

Preparer Info:

- Name

Vesting:

- No unique requirements

Marital Status:

- Required

APN/PID Number:

- Not required

Witnesses:

- One (1) unofficial witness required
- Printed name must appear below signature

Printed names:

- Required below all signatures

Legal:

- Land, lot, district, and subdivision must be listed
- Include state, county, and municipality in 1st paragraph
- Must accompany all instruments

Notary:

- Date of Acknowledgment
- Expiration Date of Notary
- Stamp or Seal
- "Acting in..." statement if notary is acting in a different county than commissioned

FORM REQUIREMENTS:

Deeds/Subordination Agreement:

- Form PT-61 – Real Estate Transfer Tax Declaration – required to be completed online (<http://www.gsccca.org/efiling/pt61/pt61.asp>)
- Legal description
- Previous recorded information required

Refinance Affidavit:

- New lender/same lender?
- Payoff amount
- Original loan, book & page

Lost Affidavit:

- Accepted

Death Certificate:

- No affidavit required

Power of attorney:

- Original only (copies not accepted)
- Legal description



COMMON REJECTION REASONS:

- Legal description missing/inadequate (land, lot, district, etc)
- Witness missing
- Printed names beneath signature missing
- Previous recorded document information missing
- Real Estate Transfer Tax Declaration form missing from deeds

SPECIAL CHARACTERISTICS:

*If the refinance is with the same lender/borrower, then a refinance form must be completed

*Cobb and Gwinnett Counties have a county specific refinance form that must be used



This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state Recording Requirements are subject to change at any time without notice. Always verify requirements and fees with the appropriate recording office.
As of May 5, 2017