

RECORDING FEES:

You may estimate recording charges at \$10.00 for the first page, \$2.00 for each page thereafter, and rush recording fees of \$5.00-\$15.00 per document where available.

Related information

Georgia Superior Court Clerks' Cooperative Authority

REAL ESTATE FEES (estimated)	First Page	Additional Pages
Deeds	\$10.00	\$2.00
Cancellation of Security Deed *	\$10.00	\$2.00
Assignments of Security Deeds (per) *	\$5.00	\$2.00
Other Recording of Deed Record	\$10.00	\$2.00
Cross-indexing to previous instrument	\$2.00	N/A
Plats	\$8.00	\$8.00

* Cross indexing is required

LIENS (estimated)	First Page	Additional Pages
Liens & General Execution Docket	\$5.00	\$2.00
Materialman's Lien, Notices, Bonds	\$5.00	\$2.00
Lis Pendens	\$5.00	\$2.00
Hospital Lien	\$5.00	\$2.00
Federal Tax Lien	\$5.00	\$2.00
*All Lien Cancellations/Releases (per instrument)		
Cross-indexing to previous instrument (mandatory or by request)	\$2.00	N/A
Copy, Faxed, or Electronic	\$2.50	\$1.00

* Cross indexing is required - This makes the lien cancellations \$7.00 for a single page or per cancellation. An additional \$2.00 is required for each additional page.

GUIDELINES FOR FILING REAL ESTATE DOCUMENTS AND LIENS

USE A BLUE/BLACK BALLPOINT PEN FOR SIGNATURES

- 1) When filing documents for recording, please leave 3 inches at the top of the first page of the document and 1 inch at the top of the following pages for recording purposes.
- 2) Documents containing more than 5 pages should be sent in a large manilla envelope rather than "stuffed" into a regular, standard envelope.
- 3) A self addressed stamped envelope should be included with each document for returning.
- 4) When including a legal description, it should be clear, concise and the print should be large enough to be read when copied and/or scanned. Please do not include a faxed copy of the legal description as these are not clear and blurs when scanned.
- 5) Please included a contact number and return address on each document so if there are any questions during the recording process, we will be able to contact you regarding your document.

REQUIREMENTS FOR RECORDING INSTRUMENTS IN GEORGIA:

2. Secondary Method. The Georgia Code also provides the following alternative method by which deeds are entitled to be recorded:

Signed, sealed and delivered
in the presence of:

Unofficial Witness (Grantor's Signature)

_____(Seal)

Unofficial Witness

Acknowledgment

STATE OF GEORGIA)

) SS.

COUNTY OF _____)

I, A.B., a commissioner of deeds for the state of Georgia [or other officer, as the case may be], residing in the county and state aforesaid, do certify that C.D., who is personally known to me, this day appeared before me personally and did acknowledge that he did sign, seal, and deliver the foregoing deed [or instrument] of his own free will and accord, for the purposes therein named and expressed.

In Witness Whereof, I have hereunto set my hand and official seal, this _____ day of _____,
20_____.

[Official Seal]
