

Document Bulletin for Fannin County, GA

Fannin County, GA is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- 3-inch margin at the top of first page and 1-inch margin on the sides and bottom of each page.
- Letter and Legal sized documents accepted.
- 300 DPI accepted for documents
- Recording Hours: M-F, 8:00 AM to 5:00 PM
- **Note:** (<http://www.gsccca.org/efiling/pt61/>) Before a deed, security instrument, or other writing can be recorded in the office of the Clerk of the Superior Court, the real estate transfer tax must be paid. The PT61 form is then attached and sent along with the Deed. Please make sure you scan the PT61 as part of the deed, you will not be prompted for it.

Exceptions from filing the PT-61 form:

There are some property transactions which do NOT require the filing of a PT-61 form. They are:

- 1) Security deeds or any instrument in writing to secure a debt, per O.C.G.A. 48-6-2.a.1 do not require a PT-61 form.
- 2) Releases of security interest, including Quit Claim Deeds to release a security interest do not require a PT-61 form. Note: Quitclaim deeds for purposes other than to release a security interest do require the filing of the PT-61 form, but may be exempt from paying the tax.
- 3) Selected Leases: Any lease of lands, tenements, standing timber, or other realty, or any lease of any estate, interest, or usufruct in any lands, tenements, standing timber, or other realty do not require a PT-61 form. NOTE: Under this exemption, the user is not required to file the PT-61 (RETT) form, per O.C.G.A. 48-6-2.A4. This exemption does not apply to an *Estate for Years*. An instrument being recorded transferring an *Estate for Years* would be required to complete a PT-61.
- 4) Affidavits, such as "In Aide of Title" are not a conveyance of property, therefore a PT-61 form is not required.

Document Type	Required Indexing and Attachment
Affidavit Agreement Amendment Appointment Assignment Assignment of Lease Assignment of Mortgage Assignment of Rents Assignment of Rents and Leases Cancellation Certificate	Grantor/Grantee Deed type Documents Require Consideration Amount

Court Order Death Certificate Deed (All Types) Default Judgment Discharge Easement Federal Tax Lien Foreclosure Deed/Deed in Lieu Homestead Judgment Lease Lien Lis Pendens Mechanics Lien Modification Modification Of Mortgage Mortgage Notice Partial Release Power of Attorney Release of Assignment of Rents Release of Easement Release of Federal Tax Lien Release of Federal Tax Lien Release of Judgment Release of Lease Release of Lien Release of Mortgage Request Rescission Resolution Revocation Satisfaction Subordination Agreement Termination UCC Financing Statements	
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