

**CLAYTON COUNTY SUPERIOR COURT  
REAL ESTATE DIVISION**

**RECORDING FEES AND REQUIREMENTS**

Make all checks payable to **Linda T. Miller, Clerk of Superior Court of Clayton County**. The **name and mailing address** of the person or firm to whom the instrument(s) is/are to be returned to must be at the top of the first page of each instrument per O.C.G.A. 44-2-14(b). Documents should have a **witness signature and a notary signature with notary seal**. **Transfer tax forms** should be enclosed when required by O.C.G.A 48-2-1, 7 & 12 and properly prepared and signed per Rules of Department of Revenue Property Tax Division 560-11-2-.16. A separate check should be included for **intangible taxes** if due per O.C.G.A. 48-6-77. Include correct recording fees pursuant to the schedule listed below. The Clerk's office does not have forms available.

DOCUMENT	1 <sup>ST</sup> PAGE	ADDITIONAL PAGES	APPLICABLE STATUTES/ SPECIAL REQUIREMENTS
ASSIGNMENT OF SECURITY DEED (PER DEED ASSIGNED)	5.00	NO CHARGE	O.C.G.A.. 15-6-77(f)(3) ORIGINAL BOOK & PAGE REFERENCE, ORIGINAL BORROWER(S)' NAME(S), RECORDING DATE OF ORIGINAL LOAN ARE REQUIRED; MUST HAVE TWO WITNESSES- ONE MUST BE A NOTARY; A 3" MARGIN MUST BE AT THE TOP OF THE 1 <sup>ST</sup> PAGE; THE NAME & THE ADDRESS TO WHOM THE DOCUMENT IS TO BE RETURNED MUST BE AT THE TOP OF THE 1 <sup>ST</sup> PAGE
CANCELLATION OF SECURITY DEED	10.00	2.00	O.C.G.A.. 15-6-77(f)(1)(A)(i)- \$9.50; O.C.G.A.. 47-14-51(b)- .50¢ ORIGINAL BOOK & PAGE REFERENCE REQUIRED; THE NAME & THE ADDRESS TO WHOM THE DOCUMENT IS TO BE RETURNED MUST BE AT THE TOP OF THE 1 <sup>ST</sup> PAGE.
CANCELLATION OR RELEASE ON GED	5.00	2.00	O.C.G.A. 15-6-77(f)(1)(A)(ii)- \$4.50; O.C.G.A.. 47-14-51(b)- .50¢ ORIGINAL BOOK & PAGE REFERENCE REQUIRED
CERTIFIED COPY	3.00 (assisted) 2.50 (unassisted)	1.00 (assisted) .50 (unassisted)	O.C.G.A. 15-6-77(g)(4)
COMPUTER PRINTOUT OR EQUIVALENT	2.50	2.50	O.C.G.A.. 15-6-77(g)(7)
COPY, OVERSIZED (LARGER THAN 8 ½ X 14)	2.00		O.C.G.A.. 15-6-77(g)(3)
COPY, REGULAR (unassisted)	.25	.25	O.C.G.A. 15-6-77(g)(2)
COPY, REGULAR (assisted)	1.00	1.00	O.C.G.A. 15-6-77(g)(2)
DEED	10.00	2.00	O.C.G.A. 15-6-77(f)(1)(A)(i)- \$9.50; O.C.G.A.. 47-14-51(b)-.50¢ REQUIRED TO HAVE TWO WITNESSES- ONE OF WHICH IS A NOTARY; TRANSFER TAX FORM MUST BE ATTACHED; 3 INCH MARGIN IS REQUIRED AT THE TOP OF THE 1 <sup>ST</sup> PAGE; THE NAME & ADDRESS TO WHOM THE DOCUMENT IS TO BE RETURNED MUST BE AT THE TOP OF THE 1 <sup>ST</sup> PAGE.
EXEMPLIFIED COPY	2.50	1.00 (assisted) .50 (unassisted)	O.C.G.A.. 15-6-77(g)(4)
FEDERAL TAX LIEN	5.00	2.00	O.C.G.A. 15-6-77(f)(1)(A)(ii)- \$4.50; O.C.G.A.. 47-14-51(b)- .50¢
FEDERAL TAX LIEN DISCHARGE	5.00	2.00	O.C.G.A. 15-6-77(f)(1)(A)(ii)- \$4.50; O.C.G.A.. 47-14-51(b)- .50¢ MUST HAVE ORIGINAL BOOK & PAGE REFERENCE
FEDERAL TAX LIEN RELEASE OR SUBORDINATION	5.00	2.00	O.C.G.A. 15-6-77(f)(1)(A)(ii)- \$4.50; O.C.G.A.. 47-14-51(b)- .50¢ MUST HAVE ORIGINAL BOOK & PAGE REFERENCE

GENERAL EXECUTION OR LIEN RECORDING	5.00	2.00	O.C.G.A.. 15-6-77(f)(1)(A)(ii)- \$4.50; O.C.G.A. 47-14-51(b)- .50¢
HOSPITAL LIEN	5.00	2.00	O.C.G.A. 15-6-77(f)(1)(A)(ii)- \$4.50; O.C.G.A.. 47-14-51(b)- .50¢
HOSPITAL LIEN CANCELLATION OR RELEASE	5.00	2.00	O.C.G.A. 15-6-77(f)(1)(A)(ii)- \$4.50; O.C.G.A.. 47-14-51(b)- .50¢ MUST HAVE ORIGINAL BOOK & PAGE REFERENCE
LIS PENDENS	5.00	2.00	O.C.G.A. 15-6-77(f)(1)(A)(ii)- \$4.50; O.C.G.A.. 47-14-51(b)- .50¢
LIS PENDENS CANCELLATION OR RELEASE	5.00	2.00	O.C.G.A. 15-6-77(f)(1)(A)(ii)- \$4.50; O.C.G.A.. 47-14-51(b)- .50¢ MUST HAVE ORIGINAL BOOK & PAGE REFERENCE
MATERIALMAN LIEN	5.00	2.00	O.C.G.A. 15-6-77(f)(1)(A)(ii)- \$4.50; O.C.G.A.. 47-14-51(b)- .50¢
MATERIALMAN LIEN CANCELLATION OR RELEASE	5.00	2.00	O.C.G.A. 15-6-77(f)(1)(A)(ii)- \$4.50; O.C.G.A.. 47-14-51(b)- .50¢ MUST HAVE ORIGINAL BOOK & PAGE REFERENCE
MILITARY DISCHARGE (DD214)	NO CHARGE		O.C.G.A. 15-6-77(i)(1)
MISCELLANEOUS RECORDING	5.00	2.00	O.C.G.A. 15-6-77(g)(1) MUST BE A LEGIBLE, AUTHENTIC LEGAL DOCUMENT
NOTARY PUBLIC, NEW OR RENEWAL	30.00		O.C.G.A. 15-6-77(g)(9)-\$13.00; O.C.G.A. 45-17-11-\$2.00; HB1EX-\$15.00 MUST BE A CLAYTON CO. RESIDENT; AT LEAST 18 YEARS OF AGE
NOTARY PUBLIC, CERTIFICATE OF AUTHENTICITY	2.00		O.C.G.A. 45-17-19(b) MUST BE A CLAYTON COUNTY NOTARY
OTHER CANCELLATIONS	10.00	2.00	O.C.G.A..15-6-77(f)(1)(A)(i)-\$9.50; O.C.G.A. 47-14-51(b)-.50¢ SEE CLERK'S OFFICE FOR SPECIFIC REQUIREMENTS
OTHER RECORDINGS ON DEED RECORDS	10.00	2.00	O.C.G.A..15-6-77(f)(1)(A)(i)-\$9.50; O.C.G.A. 47-14-51(b)-.50¢ SEE CLERK'S OFFICE FOR SPECIFIC REQUIREMENTS
PARTNERSHIP (LIMITED) CERTIFICATES, AMENDMENT & CANCELLATIONS	75.00		O.C.G.A. 15-6-77(g)(16); O.C.G.A. 14-8-10.1; HB1EX
PLAT, MAP OR CONDOMINIUM FLOORPLAN	8.00	8.00	O.C.G.A. 15-6-77(f)(2)-\$7.50; O.C.G.A. 47-14-51(b)-.50¢ 2 COPIES REQUIRED; BOTH COPIES MUST BE PRINTED ON MYLAR; MUST NOT BE LARGER THAN 17" X 22"
SATISFACTION/ RELEASE/ RECONVEYANCE	10.00	2.00	O.C.G.A. 15-6-77(f)(1)(A)(i)- \$9.50; O.C.G.A. 47-14-51(b)- .50¢
TRADE NAME REGISTRATION	25.00		O.C.G.A. 15-6-77(g)(10)-\$8.00; O.C.G.A. 47-14-51- \$1.00; O.C.G.A. 47-16-60-\$1.00; HB1EX - \$15.00
UCC-1 FINANCING STATEMENT	10.00	2.00	O.C.G.A. 15-6-77(f)(1)(B) MUST BE ON NATIONAL UCC FINANCIAL STATEMENT FORM
UCC-1 FINANCING STATEMENT W/ ASSIGNMENT	20.00	2.00	O.C.G.A. 15-6-77(f)(1)(B) MUST BE ON NATIONAL UCC FINANCIAL STATEMENT FORM W/ UCC FINANCING STATEMENT ADDENDUM ATTACHED. (MUST CHECK BLOCK #12 & COMPLETE ALL ASSIGNOR INFORMATION.) (\$20.00 RECORDING FEE INCLUDES UCC FORM & UCC ADDENDUM FORM.)
UCC-1 REAL ESTATE NOTICE FILING	10.00	2.00	O.C.G.A. 15-6-77(f)(1)(B) MUST BE ON NATIONAL UCC FINANCING STATEMENT FORM (MUST CHECK BLOCK #6.)

UCC-3 AMENDMENT/ ASSIGNMENT/ CONTINUATION/ PARTIAL RELEASE/ TERMINATION/ RELEASE/ CANCELLATION OF NOTICE OF REAL ESTATE FILING	10.00	2.00	O.C.G.A. 15-6-77(f)(1)(B) MUST BE ON NATIONAL UCC FINANCIAL STATEMENT FORM
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08/19/04