



**Honorable  
Cathelene "Tina" Robinson  
Clerk of Superior Court  
136 Pryor Street, S.W.  
Atlanta, Georgia 30303  
(404) 613-5371**

**Real Estate & Recording Services:**

### **Real Estate and Recording Services:**

#### **Frequently Asked Questions**

1. What is Real Estate Records Processing?
2. What is the Real Estate Records Room?
3. What is the difference between a warranty deed and a quit claim deed?
4. What is the difference between an executor, trustee, and administrator deed?
5. How do I retain a copy of my actual deed?
6. How do you correct an error recorded in the grantee?
7. Why would I receive a notice from the tax office if I have paid off my FIFA?
8. Why would I have a tax lien against me if I have never lived in Georgia?
9. How do I register a business of DBA?
10. How do I obtain information on foreclosures?
11. How can I have the title of my property in Georgia searched if I live in another state?
12. Can deed real estate records be accessed on the internet?
13. Do you accept faxed documents for recording?

#### **NOTE:**

### **Real Estate & Recording Services:**

The Real Estate and Recording Division, records and processes real estate and non-real estate documents.

The recording fees, transfer tax and intangible tax are collected at the time of filing the documents. You may bring your documents into the office for recording Monday through Friday from 8:30 AM to 5:00 PM or send them by mail.

(404) 613-5286

*It is advisable to have an attorney when filing legal papers to insure that the rights of all parties are protected and that all procedures are correctly followed. The Clerk's employees are prohibited by state law from furnishing legal advice (OCGA 15-19-851). Different situations may require special procedures and the Clerk's employees cannot advise you on how to proceed or what form may be necessary in specific situations.*

1. This division is responsible for indexing real estate and personal property records and other documents filed with the Clerk of Superior Court. After recording and processing the documents, the original documents are returned by mail.
2. This division is responsible for retaining permanent records of all real estate documents filed in the Clerk's Office. Public access computers to view documents are available as well as bound copies of the indexes to locate those records. If you need to request a copy of the document through the mail, please send a letter indicating the type of document and the book and page number of the document. The cost is one dollar (\$1.00) per page. If you need a court certified copy, the cost is two dollars and fifty cents (\$2.50) for the first page of the document and fifty cents (\$0.50) for each additional page. The mailing address for the Record Room is :

Cathelene "Tina" Robinson, Clerk of Superior Court  
Attention: Record Room  
136 Pryor St., CG13  
Atlanta, GA 30303

3. A warranty deed has language that implies a guarantee or warranty of title; a quit claim deed does not guarantee or warranty title. You may need to contact an attorney to determine which type of deed to file.
4. Executor's Deed - conveys title out of an estate of a deceased person who had a will probated.  
Trustee's Deed - conveys title by trustee. Administrator's Deed - conveys title out an estate of a deceased person who did not have a will probated.
5. If you have the book and page number of the deed you can request it through the mail. The fee is one dollar (\$1.00) per page. Mail the request to:

Clerk of Superior Court  
Attention: Record Room  
136 Pryor Street SW  
Atlanta, GA 30303

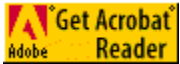
If you do not have the book and page number, you may be able to find your deed reference at the Georgia Superior Court Clerk's Cooperative Authority website. The web address is [www.gsccca.org](http://www.gsccca.org). Choose the state index, and set up a user account. There is a fee for this service. If the information is not available at this website, you will have to go to the Courthouse and search the records

6. A notation is made in the index where the error is located. The word "error" is written at the location of the error. The correction is made and the date of the correction is entered in the computer and on the paper index.
7. If your taxes are paid in full, you should not receive a notice. Contact the Tax Commissioner's office at 404-613-0682 for more information on your property taxes.
8. A State of Georgia, Department of Revenue FICA for state income tax may be filed against a non resident of the state of Georgia if the non resident works in Georgia or receives income from a Georgia source. For more information contact the Department of Revenue at 404-417-6336.
9. Check to see if the trade name you are requesting is being used by anyone else in Fulton County. If the name is not already in use, then you must submit a trade name application and a one hundred sixty-one dollars and fifty cent (\$163.50) fee for processing. If you need a trade name application send a self-addressed envelope to:

Clerk of Superior Court  
Attention: Real Estate Recording  
185 Central Avenue, SW TG200  
Atlanta, GA 30303

- OR -

#### Instructions

1. To view the following PDF files you must have Adobe Acrobat Reader installed. Download Adobe Acrobat Reader for FREE  

2. Once Acrobat Reader is installed, select the form below by double clicking it.
3. Or if you prefer, right click the form below and select Save Target As. This will allow you to view the form on your computer.

Real Estate Form

[Register Trade Name Application](#)

You can verify whether the name is used by contacting the Recording Division at 404-613-5371. After the application has been filed in Fulton County, you must submit a record copy to Fulton County Daily Report for publication. There is a fee for publication. The telephone number of Fulton County Daily Report is 404-521-1227 and the address is 190 Pryor Street SW, Atlanta, GA 30303.

10. The foreclosure properties that are sold in Fulton County are advertised in the legal notices sections of Fulton County Daily Report once a week for four (4) weeks prior to the sale of the property. Foreclosure properties are sold the first Tuesday of every month between the hours of 10:00 a.m. and 4:00 p.m. on the front steps of the Courthouse.
11. You must contact an attorney or a title company to complete a title search.
12. A limited number of records are available on the Georgia Superior Court Clerk's Cooperative Authority website. The address is - [www.gscca.org](http://www.gscca.org). Choose the state index search, select deed index, and set setup user account. There is a fee for this service. If the information is not available at this website, you will have to go to the Courthouse and search the records
13. The Georgia Code does not allow fax copies for recording. We must have original signatures.