

**CLAYTON COUNTY SUPERIOR COURT  
REAL ESTATE DIVISION**

**RECORDING FEES AND REQUIREMENTS EFFECTIVE MARCH 16, 2011**

Make all checks payable to **Jacqueline D. Wills, Clerk Superior Court of Clayton County**. 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	N/A	O.C.G.A. §15-6-77(g)(3)
COPY, REGULAR (unassisted)	.50	.50	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)
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¢
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
MILITARY DISCHARGE (DD214)	NO CHARGE	N/A	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	<b>37.00</b>	N/A	O.C.G.A. §15-6-77(g)(9)-\$15.00; O.C.G.A. §45-17-11-\$2.00; O.C.G.A. § 47-14-51-\$2.00; O.C.G.A. §36-15-9-\$2.00; O.C.G.A. § 47-16-61-\$1.00; HB1EX (O.C.G.A. §15-21A-6)-\$15.00 MUST BE A CLAYTON CO. RESIDENT; AT LEAST 18 YEARS OF AGE
NOTARY PUBLIC, CERTIFICATE OF AUTHENTICITY ON CLAYTON COUNTY NOTARIES	2.00	N/A	O.C.G.A. §45-17-19(b)
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	<b>200.00</b>	N/A	O.C.G.A. §15-6-77(g)(16); O.C.G.A. §14-8-10.1; HB1EX (O.C.G.A. §15-21A-6)-\$15.00; HB1055 (O.C.G.A. §15-21A-6.1)-\$125.00
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	<b>157.00</b>	N/A	O.C.G.A. §15-6-77(g)(10)-\$12.00; O.C.G.A. §36-15-9-\$2.00; O.C.G.A. §47-14-51- \$2.00; O.C.G.A. §47-16-60-\$1.00; HB1EX (O.C.G.A. §15-21A-6)- \$15.00; HB1055 (O.C.G.A. §15-21A-6.1)-\$125.00
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