

Real Estate Recording Checklist

- A return name and address must be entered on the document in the upper left corner.
 - 3 3-inch margins at the top of each document to provide the clerk with appropriate recording space
 - All information contained in the document must be legible.
 - Documents pertaining to real estate require the complete legal description of the property.
 - Original signatures are required.
 - Documents should refer to land within Muscogee County.
 - Notary's authentication and valid commission date, along with an unofficial witness, are required.
 - Warranty Deeds, Quit Claim Deeds, Executor's Deeds, Foreclosure Deed, and Estate Deeds should include a PT61 form along with corresponding Transfer Tax Fees when submitted for recording.
(This form can be found at www.gsccca.org)
 - Transfer on Death Deed (TOD) PT61 is not required
 - Security Deeds should meet House Bill 974.
 - Any Cancellation or Assignment submitted should include the original recording book and page information.
 - Death certificate will need a cover page to provide our office with a 3-inch margin.
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- All self-filers MUST e-file real estate documents. • Identity verification of individuals electronically filing is performed by the Clerks' Authority
 - The Clerks' Authority's e-Filing portal, <https://efile.gsccca.org>, is the ONLY portal through which real estate documents can be e-filed.
 - All real estate documents, including liens and plats, that are e-filed will require ID verification effective January 1, 2025. UCC documents, except those filed on the real estate records, will not require ID verification when e filed.
 - Every person e-filing a real estate document must have completed ID verification, which includes photographic verification. The GSCCCA system maintains the account holder status after verification.