

## **Real Estate Recording Checklist**

- Please enclose a self addressed stamped envelope for return of your document.
- A return name and address must be entered on the document in the upper left corner.
- 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 & valid commission date along with an unofficial witness are required.
- Security Deeds should include intangible tax along with penalties & interest when applicable.
- 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](http://www.gsccca.org))
- Security Deeds must have an execution date and a maturity date.
- Any Cancellation or Assignment submitted should include the original recording book and page information.