

FAQ - Real Estate Division

Related Questions

Can I place a lien on someone?

The term “lien” refers to a wide range of encumbrances. Liens are filed on the General Execution and Lien Docket. The Real Estate division does not prepare liens or provide forms or guidance.

How do I draw up a deed or how do I change ownership?

We suggest you speak to an attorney, or someone who is skilled in the law, to guide you through this process. This office is not trained or allowed to provide legal guidance.

How do I file my Plat or get a copy of a Plat?

All Plats are filed electronically through the State portal at [Georgia Superior Court Clerks' Cooperative Authority Website](#). We suggest you ask the Surveyor that drew your plat. The Surveyor has access and credentials to file plats through the State. You may file the plat yourself, but you will need to register with the State, and then record the plat after you are given acceptance/approval to file. For copies: we can assist in retrieving your copy if you have your book and page number. We file by year and the name of the person that is listed on the plat (which may not be the current owner). Plats are not required by law to be recorded. So not all plats are found here.

How do I get a copy of my ownership or deed?

You may come to the Real Estate Division, located in the courthouse annex at 116 Spring Street, S.E., Gainesville GA 30501 and provide information as to the year you acquired your property, and in what name, and we will assist you in finding the document and make copies for you for a fee (\$.50 per page). If you have the Book and Page where the document is recorded,

you may provide the information along with copy fees by mail (\$1.00 per page), and we will mail your copy to you. You can also access all recorded deeds, liens, plats and UCC's online at [Georgia Superior Court Clerks' Cooperative Authority Website](#) which is the Georgia Superior Court Clerks Cooperative Authority's website. There is a fee to access the website and a \$.50 charge for each copy printed.

Where do I file my deed?

Hall County property records are filed in our Real Estate Division. All filing fees must be paid at the time of recording which would also include any applicable tax (Transfer Tax for ownerships, Intangible Tax for loans).

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