# Georgia Deed Change Checklist

**For gift and divorce transfers: adding or removing a spouse, giving property to family, or a divorce transfer**

*Use this before you order. Our order form takes about 10 minutes.*

## 1. Is this a gift or divorce transfer?

- ☐ **Gift:** no money changes hands. Examples: adding a spouse, adding or removing a family member, or giving the home to a child.
- ☐ **Divorce transfer:** one spouse takes the home from the other, including when one spouse buys out the other's share.
- ✗ **Not covered by this checklist:** a sale to a buyer, a closing where money goes to a seller, property outside Georgia, or ownership that's in dispute.

## 2. Who's on your deed today?

- ☐ Get a copy of your most recent recorded deed. You can get it from your county's Clerk of Superior Court, or we can retrieve one for you at **georgiapropertydeed.com/get-copy-of-deed/**.
- ☐ Write each owner's name **exactly as it appears on that deed**. Record names matter. If a name has changed since (marriage or divorce), note both.

## 3. Details to have ready

- ☐ Property address and county
- ☐ Parcel ID number (on your property tax bill or the county assessor's website)
- ☐ Full legal names of everyone who will own the home after the change
- ☐ How the new owners will hold title (for example, jointly with right of survivorship). Not sure which is right for you? That's a question for your own attorney.
- ☐ Divorce transfers: have your final divorce decree handy.

## 4. Who signs, and how

- ☐ Each current owner who is giving up or sharing ownership signs the new deed.
- ☐ Georgia deeds are signed in front of a notary **plus one other witness** who isn't named on the deed. Any notary works, such as at your bank or a shipping store, or you can add our mobile notary (+$150).
- ☐ Each signer brings a current government-issued photo ID.

## 5. Good to know

- ☐ Changing the deed doesn't change who owes the mortgage. Ask your lender about the loan.
- ☐ Property tax: this year's bill stays in the prior name, and next year's is updated to the new owner. Ask your county tax assessor whether you need to file or update a homestead exemption.
- ☐ For gift tax, income tax or transfer tax questions about your situation, ask a tax professional.

## 6. Cost and timing with georgiapropertydeed.com

- **$295 flat:** title search, attorney-prepared deed, prepaid FedEx return label and county recording included. Optional mobile notary: +$150.
- Your deed is prepared within **2 business days**. After you sign and send it back, we file it with the county, and recording takes **up to 1 week**. It's **about 2 weeks** from order to recorded deed.

## 7. Share this with anyone else involved

| Who needs to see this before you order? | Name | Have they looked it over? |
|---|---|---|
| Spouse / co-owner / family member | _____ | ☐ |
| _____ | _____ | ☐ |

Agree on three things together: **who signs**, **the exact names**, and **how title will be held**.

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**Ready? Start your deed transfer at georgiapropertydeed.com/start-your-deed-transfer/.**
The form takes about 10 minutes.

Questions? Call **(404) 939-6223**, Mon–Fri 9–5 ET.

*We are a document-preparation service, not a law firm, and we don't give legal advice. Deeds are attorney-prepared.*