

## TRANSFERRING OR SELLING AN OWNERSHIP

To transfer ownership from one individual to another, a Quit Claim Deed must be executed. Quit Claim Deeds may be purchased from an office supply store or on-line. Unicoi Springs is **not** allowed to assist in this transaction by mandate of the State of Georgia. You must complete yourself or contact an attorney. **EACH** person named on the current deed must sign in front of **BOTH** a witness and notary.

If any seller listed on the deed is **deceased**, the Quit Claim Deed must be signed by either the **\*Executor** of the Estate **OR** **EVERY** heir of the estate. Unicoi Springs requires a copy of the death certificate and a \*Letter of Testamentary if there was a probated will. *If the named executor is also an owner, **the correct designation should be on the grantor line and the signature line should be "Jane Doe, Individually and as Executor to the Estate of John Doe."*** \*An Executor must be named on a Letter of Testamentary.

**The White County Courthouse will NOT notarize real estate filings.** The correct Unit Number must be entered on the new deed. The property description appears on the original deed and can be copied to the new deed **OR** a copy of Exhibit A can be completed with Unit number and attached to the new deed.

PT-61 also known as a Real Estate Transfer Tax Declaration Form must be completed online at the Georgia Superior Court Clerk's Cooperative Authority by going to <http://apps.gsccca.org/pt61efiling/>

### **Basic Filing Procedure:**

Go to <http://apps.gsccca.org/pt61efiling/>

Click on PT-61 E Filing

Click on File my PT-61

Follow prompts to fill out both Seller's and Buyer's information. You will be able to verify and accept each phase of the form. At the property section you will type in **3 as the Land District and 8 as the Land Lot.**

On the Tax Screen you only need to complete #1 through #4.

#1 purchase price OR if there is no purchase price (meaning no actual value of consideration then an exempt code must apply) complete #1a

#1a Fair Market Value is \$6,000.00 (If you filled out #1 with a purchase price, enter 0 here.)

#2 Value of personal property only. Enter 0.

#3 Value of any liens or encumbrances remaining. Enter 0.

Once you do this, your tax will be calculated automatically in #4.

You **must** also fill in the Map and Parcel number or the courthouse will not accept it. **Map 055 Parcel 015**

After completion, click on "Accept" then "Submit" and print the form.

(To print the form, your computer must have Adobe Reader installed. If you do not have this program, it can be downloaded free from this site. If you do not own a computer, try your nearest library or the public computer at the White County Courthouse. The Clerk's office **will not** assist in completing the form. The website explains the necessary steps and has a helpful tutorial.)

Once completed, the **Quit Claim Deed, Exhibit A and PT61** should be mailed to

*White County Courthouse*

*Clerk of the Court*

*59 South Main Street,*

*Cleveland, GA 30528*

Phone: 706-865-2613

If you go to the Courthouse, only one person will be allowed in the office. The buyer/seller DOES NOT need to be present to file.

The Real Estate Transfer fee is \$1/per thousand of the selling price. You will need to pay the transfer fee as well as the \$25.00 recording fee with cash when filing the new deed.

Once recorded a copy of the new deed OR a receipt and a copy of the submitted deed needs to be submitted to Unicoi Springs for transfer of ownership. The Clerk's office charges \$.50/page to make copies for you. The original deed is not necessary to complete this transaction and can be disposed of or kept by the Seller. If Maintenance Fees are not current, the new owner must bring them current before reservations can be made. A Quit Claim Deed unlike a Warranty Deed is NOT a guaranteed clear title. A paid title search is your only assurance of a guaranteed clear title.

**The cost of a lifetime ownership directly from Unicoi Springs Camp Resort is a one-time fee of \$6,000.00 which includes the current year's maintenance fee, all closing costs and an electronic gate card. New owners receive a Warranty Deed which represents a clear title to the undivided interest in Unicoi Springs. All legal paperwork is done by Unicoi Springs Camp Resort.**

# ***EXHIBIT A***

## **LEGAL DESCRIPTION OF THE UNICOI SPRINGS PROPERTY:**

A 1/3000 INTEREST IN AND TO:

ALL THAT TRACT or parcel of land lying and being in Land Lot 8 of the 3<sup>rd</sup> Land District of White County, Georgia, being Tract A as shown on a plat of Survey prepared for Unicoi Springs, said plat being dated July 1, 1983 and revised July 7, 1984, as prepared by R. N. Johnson & Associates, G. Tim Conkle, Registered Land Surveyor Number 2001, said plat being recorded in Plat Book 16, Page 154, of the Office of the Clerk of Superior Court of White County, Georgia, to which said plat reference is hereby made for a more complete description.

**SAID INTEREST being known as Unit \_\_\_\_\_ of Unicoi Springs Camp Resort.**