

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 online. 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 or Administrator** of the Estate. Unicoi Springs requires a copy of the ***Letter of Testamentary** or ***Letters of Administration** if there was a probated Will AND a copy of the death certificate (whether probated or not). ***The correct designation on the grantor line and the signature line should be "Jane Doe, Executor to the Estate of John Doe."*** ****An Executor must be named on a Letter of Testamentary. If the names Executor is also an owner they would sign Jane Doe, Individually and as Executor the th Estate of John Doe.***

If and owner is deceased and had no will, or the will was not probated you will need to contact an attorney. The Resort can NOT help in this situation.

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 (included) can be completed with Unit number and attached to the new deed.

A 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/> and the PT61 generated number will need to be filed with the deed. Instructions for Filing the PT61 form are included.

Once completed, the **Quit Claim Deed, Exhibit A and PT61** must be filed electronically through www.efile.gsccca.org. You will need to create an account at www.efileregistry.org first.

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 when filing the new deed.

Once recorded a copy of the new deed needs to be submitted to Unicoi Springs for transfer of ownership. 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.

All new owners MUST pass a Background check before being accepted at Unicoi Springs Owners Association. Please contact Unicoi Springs to begin that process.

The cost of a lifetime ownership directly from Unicoi Springs Camp Resort is a one-time fee of \$10,000.00 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.

PT-61 Instructions

Real Estate Transfer Tax Declaration, also known as a PT-61 Form must also be filled out. This form must be completed online at the Georgia Superior Court Clerk's Cooperative Authority by going to <http://apps.gsccca.org/pt61efiling/>. Once the necessary information has been completed, the form must be printed out and filed with the Quit Claim Deed. (In order to print out the form, your computer must have Adobe Reader installed. If you do not already have this program, it can be downloaded free of charge from this site.) If you do not own a computer, you can go to your nearest library. **The clerk's office will not assist you in completing this form.** The website explains the necessary steps and also has a helpful tutorial if you have any problems.

Basic Filing Procedure:

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

Click on PT-61 E Filing

Click on File my PT-61

Follow the prompts to fill out both the Seller's information and the Buyer's Information. You will be given a chance to verify and accept each phase of the form.

When you get to the Property portion of the information – you will type in **3** for Land District and **8** in Land Lot.

All you need to fill out in the Tax Screen is:

#1 (purchase price) **OR IF THERE IS NO PURCHASE PRICE FILL IN #1a**

#1a Fair Market Value. Put \$10,000.00 (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 fill in the Map and Parcel number or the courthouse will not accept it. (Map 055 Parcel 015)

After everything has been completed, you will have to click on "Accept" then "Submit" and you will need to print out the form as the PT61 Number must accompany your Quit Claim deed.

The Real Estate Transfer fee cost is \$1.00 per thousand of the selling price. Add this amount to your \$10.00 for the first page and \$2.00 per page for any additional page recording fee when writing out your check to the Clerk of the Court. Once it has been recorded, the Resort will need a copy in order to transfer ownership.

03/25/2025

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 3rd 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.