

INSTRUCTIONS FOR FILING REAL ESTATE DOCUMENTS

Effective January 1, 2025, House Bill 1292 requires Real Estate documents presented by self-filers to be recorded using electronic filing. Additionally, all individuals submitting documents for electronic filing will be required to upload their government-issued ID. The ID will be verified before the filer is allowed to proceed with the filing. O.C.G.A. § 44-2-39(b)(1).

To get started, visit The Clerk's Authority eFiling Portal (<https://efile.gsccca.org>) and follow the prompts to complete the verification process. Once verified, you will be able to file your documents. If you need assistance with eFiling, please select the "Support" tab on the website.

If you are filing a Deed (Quit Claim, Warranty Deed, etc) you **must** include a legal description of the property, and a PT-61 form. You can complete the PT-61 form at: <https://apps.gsccca.org/pt61efiling/>

The filing fee is \$25. Any money owed from the transfer of the property will be generated by the PT-61 form and will be added to the filing fee.

The staff of the Bibb County Superior Court Clerk's Office cannot provide any legal advice. If you have any questions or concerns about the language or use of the forms you are filing or your legal rights, it is strongly recommended that you seek legal advice from an attorney licensed to practice law in this state.

Return To:

QUIT CLAIM DEED

THIS QUIT CLAIM DEED, executed this ____ day of _____, 20__,
by _____ the Grantor,
whose address is _____ and
_____ the Grantee,
whose address is _____.

WITNESSETH, that the said first party, for good consideration and for the sum of
_____ Dollars (\$_____) paid by the said second party, the receipt whereof is hereby
acknowledged, does hereby remise, release and quitclaim unto the said second party forever,
all the right title, interest and claim which the said first party has in and to the following
described parcel of land, and improvements and appurtenances thereto in the County of Bibb
State of Georgia, to wit:

Property Address: _____

(See EXHIBIT "A" attached for legal description)

IN WITNESS WHEREOF, the said first party has signed and sealed these presents the day and
year first above written.

Signed, sealed and delivered this ____ day of _____, 20__ in the presence of:

(Witness)

(Grantor / Seller)

WITNESS my hand and official seal.

(Notary Signature)

2nd Grantor / Seller, if applicable

Commission expires: _____