

# **TRANSFERRING OR SELLING AN OWNERSHIP**

In order to transfer ownership from one individual to another, a Quit Claim Deed must be executed. Quit Claim Deeds may be purchased from any office supply store or on-line.

Make sure that each person named on the current deed signs in front of a witness and notary. *If any of the Sellers named on the deed in question is deceased, the Quit Claim deed must be signed by either the \*Executor of the Estate OR every heir of the estate and the Resort requires a copy of the death certificate and a \*Letter of Testamentary if there was a will and it was probated. If the named Executor is also an owner, the correct designation on the Grantor line and the signature line should be “Jane Doe, Individually and as Executor to the Estate of John Doe.” \*An Executor has to be named on a Letter of Testamentary.*

**(The White County Courthouse will not notarize real estate filings.)** The correct Unit Number needs to be entered on the new deed. The property description appears on the original deed and can be copied to the new deed. (We have also attached a copy of the legal description which can be attached to the deed and labeled “Exhibit A”.)

**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 taken or sent to the courthouse 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 or use the public computer at the White County Court House. **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 \$5,000.00** (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 it must accompany your Quit Claim deed to the **White County Courthouse, 59 South Main Street, Cleveland, GA 30528. Phone: 706-865-2613**

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.

**NOTE: Unicoi Springs is not allowed to assist you in this transaction by mandate of the State of Georgia. You must do this yourself or contact an attorney.**

**If the Maintenance Fees are not current, the new owner will have to bring them current before reservations can be made. Gate cards are \$5 each. A Quit Claim Deed, unlike a Warranty Deed is not a guaranteed clear title - a paid title search is your only assurance of this.**

**Miscellaneous Information: The original deed is not necessary to this transaction and can be disposed of or kept by the Seller.**

**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 at no charge. New owners receive a Warranty Deed which represents a clear title to the undivided interest in the Resort. All legal paperwork and recording is done for you.**

# ***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.**