

## FAQ

- Do You Provide Any Forms?
  - We do not supply forms. The PT-61 form that is required to accompany the filing of a Warranty Deed or Quit Claim Deed is only available for completion and printing online at [www.gsccca.org](http://www.gsccca.org).
- To Whom Do I Make Checks Payable?
  - Make checks payable to Cherokee County Clerk of Court.
- Do You Accept Credit or Debit Cards?
  - We do take credit cards in the office only. No over the phone payment will be taken. A 3% convenience fee will be added to each credit card transaction. Card holder must be present with valid ID. American Express not accepted.
- What Is Your Mailing Address?
  - Cherokee County Clerk of Court  
Deeds & Records  
90 North Street, Suite G-150  
Canton, GA 30114
- Can You Witness and Notarize Our Documents?
  - No. All documents must be witnessed and notarized before submitting them to our office for recording.
- Can I Make a Single Check for The Recording Fee and Taxes Due?
  - Yes, a single check will be accepted. No starter checks or personal checks will be accepted
- How Do You Fill Out a Deed?
  - We cannot assist in the preparation of a deed. If you do not know how to prepare a deed, an attorney may assist in the preparation of the deed.
- How Can I Get a Copy of My Recorded Deed (Or Any Document)?
  - You can access all recorded deeds, liens, plats and UCC's online at [www.gsccca.org](http://www.gsccca.org) or visit our office at 90 North Street, Canton GA 30114. You may also visit the county website at <http://deeds.cherokeega.com/>.
- Can I Make Payment to Your Office for My Lien?
  - No. You must pay the lienholder or their representative.
- Where Do I Get Permits to Put Up a Fence, Building, Etc.?
  - Permits are obtained through Building Permits Office, 678-493-6220.
- Do You Report to All Credit Bureaus?
  - We do not report to any credit bureau.
- I Have Paid Off My Home Loan, When Will I Get My Deed?
  - When you pay off your home loan, a cancellation of security deed is prepared and recorded by the lender. The Warranty Deed you received shortly after closing remains your ownership deed, unless you recorded a change after the purchase/acquisition. You may print a copy of the Warranty Deed or Cancellation of Security Deed from the county website <http://deeds.cherokeega.com/> or on the State website at [www.gsccca.org](http://www.gsccca.org).
- How do I obtain information on foreclosures?
  - The foreclosure properties that are sold in Cherokee County are advertised in the legal notices section of the Cherokee Tribune, in the Friday edition, for four (4) weeks prior to the sale of the property. Foreclosure properties are sold the first Tuesday of every month between the hours of 10:00 a.m. and 4:00 p.m. on the front steps of the Courthouse.

- How do I register a business of DBA?
  - You can obtain a copy of the trade name application by clicking on the link below. Once completed you may file it with the Deeds & Records Office located at: 90 North Street, Suite G-150, Canton, GA 30114.  
<http://www.cherokeega.com/Clerk-of-Courts/deeds-and-records-department/documents.cfm?focus=312>