FIRST CHOICE
YOUR TRUSTED SERVICE

First Choice Mobile Notary & Apostille
(866) 828-6856
Book an Appointment Online
www.firstchoicenotary.com

How to Complete Your Georgia Trustee's Deed

Conveyance by Trustee • State of Georgia • Formatted for recording

INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DEED.

About this form. A trustee's deed is used by the **trustee of a trust** to transfer trust real estate to a buyer or to a beneficiary, for example after the person who created a living trust has died. The trustee signs only as trustee and gives a limited warranty.

1. **Recording information (top of first page)**
   Enter who prepared the deed and where the Clerk should mail it after recording. Leave the box on the right blank for the Clerk.
2. **Trust information**
   Enter the exact trust name and date from the trust agreement, and list every serving co-trustee as grantor.
3. **Purpose**
   Check whether you are selling to a buyer or distributing to a beneficiary.
4. **Describe the property**
   Copy the legal description from the deed into the trust.
5. **Sign before a witness AND a notary**
   Every Georgia deed is signed in front of one unofficial witness and a notary public at the same time. Do **not** sign ahead of time and bring a current government-issued photo ID. **Need a witness? Our notary can bring one for an additional fee.**

Signing requirements: Signed by each grantor in the presence of one unofficial witness and a notary public (O.C.G.A. §§ 44-2-15, 44-5-30), then recorded.

After It's Signed

- Before recording, file the PT-61 Real Estate Transfer Tax Declaration online with the Georgia Superior Court Clerks' Cooperative Authority (GSCCCA) for any deed that transfers property, and bring the printout or number. The Clerk will tell you whether transfer tax or an exemption applies.
- Record the original with the Clerk of Superior Court in the county where the property is located and pay the recording fee. Keep a copy.

Need a Notary? We Come to You.

Homes • Hospitals • Care Facilities • Offices
Mobile Notary, Witness & Apostille Services

Georgia-Commissioned Notaries • Serving Georgia

Call us anytime
(866) 828-6856
Book an Appointment Online
www.firstchoicenotary.com

Have questions about your Trustee's Deed? To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**.

This form is provided as a free convenience. First Choice Mobile Notary & Apostille is not a law firm, and a notary public who is not an attorney cannot give legal advice or help you decide what to write on this form. These instructions are general information only and are not legal advice. If you have questions about your situation, consult a licensed Georgia attorney. © 2026 First Choice Mobile Notary & Apostille. All rights reserved. This form may be filled in and printed for personal use; it may not be copied, altered, or redistributed for commercial purposes.

After recording, return to:

This instrument prepared by:

Space above 3" reserved for Clerk's recording use

Tax parcel ID number

PT-61 number (if applicable)

STATE OF GEORGIA
COUNTY OF

TRUSTEE'S DEED

Conveyance by Trustee • State of Georgia

THIS INDENTURE is made this _____ day of _____, 20____, between

Full legal name(s) of trustee(s)

as Trustee, hereinafter called "Grantor," and

Full legal name(s) of grantee(s)

Grantee's mailing address for tax notices

hereinafter called "Grantee."

AUTHORITY. Grantor is the trustee, or all serving co-trustees, of the trust named below and makes this deed in that capacity only:

Name of trust

Date of trust agreement

Grantor certifies that the trust is in existence, that Grantor is the currently serving trustee with power under the trust agreement and O.C.G.A. § 53-12-261 to convey the property, and that a Certification of Trust may be provided under O.C.G.A. § 53-12-280.

☐ This deed conveys the property to a purchaser.

☐ This deed distributes the property to a trust beneficiary.

W I T N E S S E T H:

That Grantor, in Grantor's fiduciary capacity, for and in consideration of the sum of TEN DOLLARS ($10.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, has granted,

bargained, sold, aliened, conveyed and confirmed, and by these presents does grant, bargain, sell, alien, convey and confirm unto Grantee the following described real property:

Street address of the property (if any)

Legal description (copy exactly from the prior deed; attach as Exhibit A if more space is needed)

☐ The legal description is attached as **Exhibit A** and made a part of this deed.

TO HAVE AND TO HOLD the said described property, with all and singular the rights, members and appurtenances thereof, to the same being, belonging, or in anywise appertaining, to the only proper use, benefit and behoof of Grantee forever in FEE SIMPLE.

This conveyance is made subject to all easements, restrictions and rights of way of record, and ad valorem taxes for the current year. Grantor, in Grantor's fiduciary capacity only and not individually, will warrant and forever defend the right and title to the property unto Grantee against the claims of all persons claiming by, through or under Grantor as trustee, but not otherwise.

IN WITNESS WHEREOF, Grantor has signed and sealed this deed in Grantor's fiduciary capacity, the day and year first above written.

Trustee

Signed, sealed and delivered
in the presence of:

Unofficial witness (signature)

X _____ (SEAL)
Signature of trustee

Unofficial witness (printed name)

Printed name of trustee

Notary Public (official witness)

My commission expires: _____

Notary seal

Co-trustee (if any)

Signed, sealed and delivered in the presence of:

Unofficial witness (signature)

X _____ (SEAL)

Signature of co-trustee

Unofficial witness (printed name)

Printed name of co-trustee

Notary Public (official witness)

My commission expires: _____

Notary seal

Each signature above must be signed in the presence of an unofficial witness and a notary public (official witness), who sign at the same time (O.C.G.A. §§ 44-2-15, 44-5-30). The unofficial witness cannot be a party to this instrument.