



Teresa Meier
Clerk of Superior Court

Notice to all security deed filers:

HB 974 becomes effective on July 1, 2023. Clerks of Superior Court believe that including the nine items required will result in significantly fewer rejections by our offices. Therefore, please find listed below the summarized requirements.

HB 974 Security Deed Requirements:

1. The date of the document;
2. The names of the signatories of the document;
3. The grantee's mailing address;
4. Map and parcel identification information, if applicable;
5. The original loan amount or the amount of any outstanding principal and additional pursuant to a loan modification;
6. The initial maturity date or dates for such debt;
7. The amount, if any, of the intangible recording tax imposed on such deed to secure debt;
8. The amount, if any, of the intangible recording tax imposed for additional advance secured by a security deed; and
9. If no intangible tax is imposed, a citation to the authority providing for an exemption of such tax.

Thank you for your attention to this request.

Teresa Meier
Clerk Of Court