

Deed Research Guide

Overview & Basics

Deed Record Research works the same, regardless of what county you are in. However, each county has a slightly different setup, approach, and aids. Below is a list with descriptions of what you should prepare before you go, and what to expect once you are onsite.

Tax ID & Parcel Information

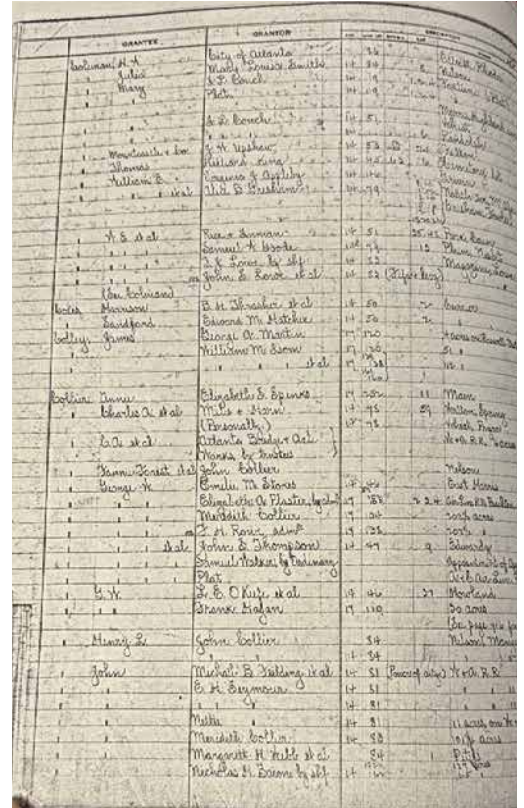
Knowing your Tax ID, Parcel Information, and District and Landlot can be incredibly helpful as many places will not have an address listed for the properties in the indexes.

List of Residents & Owners With Dates

Many counties will only have an index by name of Grantor/Grantee for the transfer of property, which are usually by a specific date range. It is incredibly helpful to have a list of owners of the property you are looking up with the dates that they owned/lived on the property.

Grantor/Grantee Indexes

A grantor index is an alphabetical listing of property sales by Past Owner's (Grantor) to Future Owner (Grantee) that shows basic information about a property transfer and lists the Deed book and page number for the actual transfer of the property. The grantee index is the same, just listing the Future Owner's by last name. These can also list information about what type of deed was recorded, and what district and land lot



Other Indexes

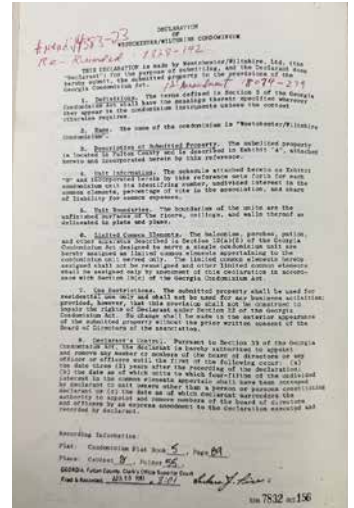
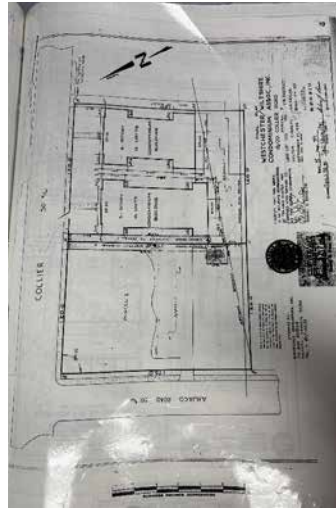
Some counties have additional indexes that exist, check with the main desk staff if you are unsure of where something is or if something exists. For example, in Cobb County, they have a reverse index by District and Land lot, where you can look up your land lot and see every deed book and page that mentions that specific land lot. This is helpful if the property has had very few property transactions.

What Does a Deed Contain?

A Deed is a legal contract transferring ownership of a piece of land (Parcel) from one party (Grantor) to another (Grantee). They are sometimes Handwritten but can also be typed. It will list the State and County that the parcel is in, along with the District and Land lot, or for newer transactions, a parcel ID (usually same as Tax ID). If it is only a partial land lot, it will explain the bounds of the property lines as surveyed, usually with major landmarks such as old trees, waterways, metal survey posts, roads, or other methods. It will sometimes also include a brief description of any improvements, such as a house or structure, on the property. It will list the Grantor, the Grantee, what sort of transfer is taking place (usually sale), and if there is any compensation taking place for the transfer. It will also usually list any related Plats, past transactions for transfer of the property, and what it cost for the deed to be registered, and the date that both the deed was signed and registered.

Atlanta History Center
130 West Paces Ferry Rd NW
Atlanta, GA 30305

Hours
Tuesday–Sunday
9am–4pm



What Other Resources Might This Research Provide?

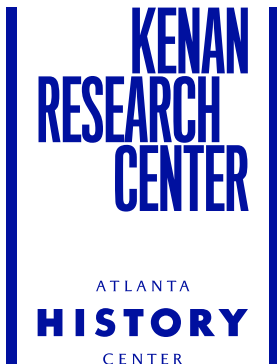
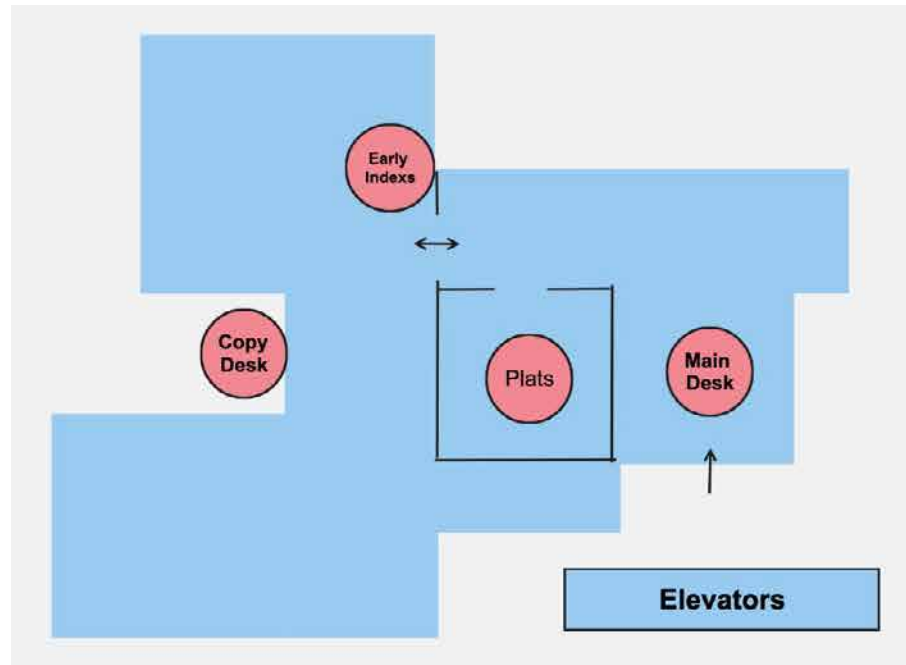
If you are looking for a house, condominium, or business structure, it may have original plat maps or architectural drawings. For condominiums you will also likely find the original articles of incorporation for the condominium association, the bylaws for the association, and any registered changes to those bylaws.

Fulton County

136 Pryor St SW, Atlanta, GA 30303 | 404-612-6440 | Open M-F 8-4:30
www.fultonassessor.org

Parking & Building Security

Enter through door J2 on the Pryor Street side closest to MLK Dr. The underground lot across MLK is the closest lot, although it is pay-to-park. No glass is allowed inside, they will have you go through a metal detector and scan your bag upon entrance. Once thru security, take the elevator directly in front of you down one floor, and then walk straight into the deed record room.



Atlanta History Center
130 West Paces Ferry Rd NW
Atlanta, GA 30305

Hours
Tuesday–Sunday
9am–4pm

Layout & Grantor/Grantee Indexes

To the left of the main desk, you will see carrells that are used by researchers, if you keep going to the left, you will see a bookshelf on the left with deed record books, further down is an inset area with additional deed books and plat books, and to the right is an area that houses city directories. If you go straight, down the short stairway, to the right you will see an area that has the earliest set of Grantor/Grantee books. These will be your best bet if you have an early name to check against. Additional Grantor/Grantee indexes are sprinkled throughout this lower area. These will give you the book and page number to look up.

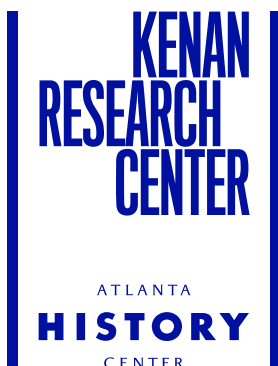
Pulling a Deed Book

Deed books are self-service, you simply need to find it. The books are arranged with the earliest closest to the main desk/entrance, and they progress to more recent years as you go down the stairs. To the right are the older books, to the left, down, and to the left and right past the copy desk are the newer ones dating to the 1980s. All the books have a letter or number on their spine which corresponds to their book number, pull the one matching your record, flip to the correct page, and read the deed through. It may have additional information written on it, or associated with it, such as past/future deeds associated with that property, or maps, architectural drawings, plats, or other materials listed with a location like “Condo Cabinet 2” “Plat book 5” etc.

Finding Plats & Records Listed in a Deed

If your deed had additional figures listed in it that you are interested in gaining copies of, you can go to the copy desk and request those materials if they are not out. The Copy Desk Staff will need the book and page number associated with it, and whatever identifying information that was included on the deed, such as “Condo Cabinet 2, F 83”

There is one area that has plat books, that is across from the area that houses the city directories, just up the stairs from the earliest plat books.



[Atlanta History Center](#)
130 West Paces Ferry Rd NW
Atlanta, GA 30305

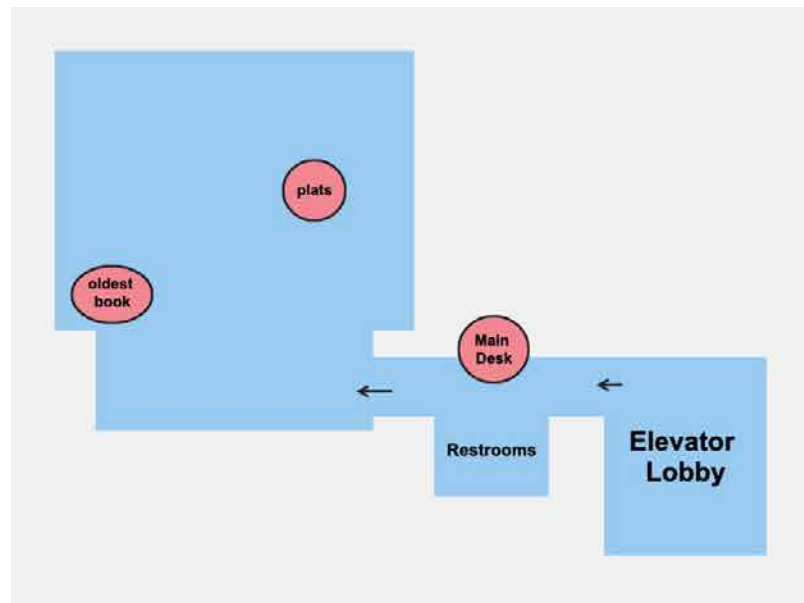
[Hours](#)
Tuesday-Sunday
9am-4pm

[DeKalb County](#)

556 N McDonough St # 1100, Decatur, GA 30030 | 404-371-2836 | Open M-F 8:30-5
www.dksuperiorclerk.com

Parking & Building Security

Enter through the main door that fronts onto McDonough St. The lot directly behind the building, with an entrance on W Trinity is the closest deck, although it is pay-to-park. No glass is allowed inside, they will have you go through a metal detector and scan your bag upon entrance. Once through security, take the hall to the right, and at the bank of elevators, take one down one floor, and then follow signs for the County Clerk/ Deed Record room. If you come down on the elevators to the right, it will be ahead on the right, just beyond the elevators. If you came down on the elevators to the left, turn left, and then left again down the hallway.



Layout & Grantor/Grantee Indexes

Once inside the main door, there is a bathroom to the left, and the main desk to your right. Ahead is a solid door that leads to the Deed Record Room. Inside and to the right you will see the deed books, and beyond that at the far end of the room, are the carrells for researchers. They are indexed only as far back as 1941 in grantor/grantee indexes. These are located in about the middle of the room on top of the counter height shelves closest to the carrells. Transactions prior to 1941 are sometimes indexed at the front of each volume. The earliest volume that they have is G, which is from the main entrance, straight ahead, last right, and then first left, on the left.

Pulling a Deed Book

Deed books are self-service, you simply need to find it. The books are arranged with the earliest starting at where Book G is, and they progress to more recent years as you go towards the right. All the books have a letter or number on their spine which corresponds to their book number, pull the one matching your record, flip to the correct page, and read the deed through. It may have additional information written on it, or associated with it, such as past/future deeds associated with that property, and/or plat maps.



Atlanta History Center
130 West Paces Ferry Rd NW
Atlanta, GA 30305

Hours
Tuesday–Sunday
9am–4pm

Finding Plats & Records Listed in a Deed

If your deed had additional figures listed in it that you are interested in gaining copies of, you can typically pull the plat if there is a book and page number listed in the deed. Often there is not one in the early books. The earliest Plats look to be from the late 1800s, and the first book goes up to around 1911. Use logic and look through each book and page if a book and page is not listed. You can photograph the materials or request a copy of the plat/deed record from the main desk.

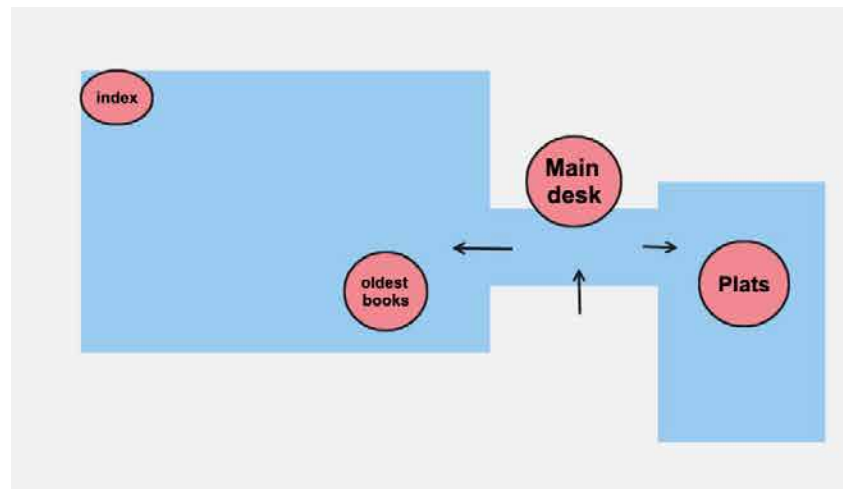
The plats are located, from the main door, right, straight back to the second column, on the right.

Cobb County

10 E Park Square Building C, Marietta, GA 30060 | 770-528-1360 | Open M-F 8-5
cobbsuperiorcourtclerk.com/real-estate-information

Parking & Building Security

Enter through the door off of East Park Square between the buildings. Parking on the square is easiest, although there is a deck a block North and East, at Waddell and Lawrence. No glass is allowed inside, they will have you go through a metal detector and scan your bag upon entrance. Once through security, follow the signs down one floor to the deed record room. Inside you will go to the left of the main desk to access the deed books, and to the right of the main desk to access the carrells, plats, and additional resources.



Layout & Grantor/Grantee Indexes

To the left of the main desk, you will see a room filled with deed record books. On top of each shelf are a variety of indexes. The oldest are to the left closest to the doorway. The books that they correspond to are typically directly below the index. Along the right side of the room are some carrel spaces for researchers. At the far right hand corner there is a reverse lookup by district and land lot.

Atlanta History Center
130 West Paces Ferry Rd NW
Atlanta, GA 30305

Hours
Tuesday-Sunday
9am-4pm

Pulling a Deed Book

Deed books are self-service, you simply need to find it. The books are arranged with the earliest closest to the entrance, and they progress to more recent years. All the books have a letter or number on their spine which corresponds to their book number, pull the one matching your record, flip to the correct page, and read the deed through. It may have additional information written on it, or associated with it, such as past/future deeds associated with that property, or plats.

Finding Plats & Records Listed in a Deed

If your deed has additional figures listed in it that you are interested in gaining copies of, you can go to the main desk and request those materials if they are not out. There is one area that has plat books, to the right of the main entrance, across the hall from the deed book room. Many plats have been digitized and there might be a cost to have a printed copy to view.

