

# Open Public Record FAQs

## PROPERTY RECORDS

### **How do I transfer property from one owner to another?**

Generally, you should contact an attorney or a title company to prepare the type document needed. Remember, this is a legal document; you want to make sure it is done with the correct language or you could have trouble at a later date if something was missed. However, some forms are available in form books at the library or at an office supply store. After the document is prepared, if it is a recordable document (which means it meets the recording standards and is properly signed and notarized) you may bring or mail the document to the County Clerk's Office to be recorded in Official Public Records. There is a fee to record your document.

### **I can't get my family member to sign a deed over to me, what do I do?**

Contact an attorney for legal advice.

### **My mortgage company sent me this document to record, but I don't know what it means. Could you explain what this document does?**

The County Clerk's Office cannot explain what a document does from a legal standpoint. Our office only handles the recording of documents in Official Public Records. We can not provide legal advice. You may wish to contact your mortgage company (the office that sent you the document) or contact your attorney.

### **How do I find out who owns the property across the street from me?**

Contact the Fannin County Appraisal District, or visit <http://www.fannincad.org/> and provide the address of the property to locate the taxpayer/owner.

### **I have lost my original deed. Where can I obtain another one?**

If your deed has been recorded in the Office of the County Clerk, you may obtain a certified copy of your deed, which will stand as the original. Otherwise, you may wish to contact an attorney for legal advice.

### **What is your website address? How do I look up my deed records on your website?**

The website is <https://www.texaslandrecords.com/>.

### **I want to divide my property between my children or subdivide the property into lots to sell. What do I need to do?**

If the property is within a city limits, contact City Hall. If it is within the County, go to this link for contact information and Rules and Regulations . <http://www.co.fannin.tx.us/ips/cms/countyinfo/subdivision.html>

## DBA (ASSUMED NAME CERTIFICATES)

### **I want to file for a DBA (Assumed Name Certificate). I live in Fannin County. Should I only file my DBA here even if I am doing business in other counties? And how often do I have to file a new DBA form?**

Your DBA (Assumed Name Certificate) should be on file in each county you are doing business in, as well as the county in which the business is located. DBA's are valid for 10 years, unless otherwise specified.

### **I want to file a DBA (Assumed Name), but I don't know if the name is being used by anyone else. Can you search the records for me?**

The County Clerk does not conduct this type of search. However, you may search the property records for yourself at 101 E. Sam Rayburn Drive, Suite 102, Bonham, Texas

### **Once I file my DBA, will that prevent someone else from using the name I chose for my business?**

No. We do not conduct a search and can not refuse to accept a DBA that has the same name as an existing business

### **Who do I contact about collecting sales tax through my business?**

Contact the State Comptroller at 1-800-252-8880

### **I want to incorporate my business. Who do I contact?**

Contact the Secretary of State at 512-463-5555

### **I am starting my own business. I need to get a tax ID#. Where do I go?**

Contact the IRS at 1-800-829-1040

### **I want to start a business selling food. Who do I contact?**

For any food related business if the business is within the city limits, contact City Hall. If the food related business is within the county, contact the County Food Handlers Health Department at 903-819-2791 or contact the County Judge's office for schedule at 903-583-7455

### **Where can I obtain resource information for starting a business?**

Your local Chamber of Commerce.

Internal Revenue Service Small Business Workshops [www.irs.gov](http://www.irs.gov)

## RECORDING DOCUMENTS

### Are Military Discharge Records closed to the public?

Yes they are closed records, you must be next of kin and show ID.

### Is there a fee to file my Military Discharge Records (DD214)?

No. There is no fee to place your Military Discharge Records on file in Official Public Records in the County Clerk's office.

### Is there a fee for a copy of my Military Discharge Records (DD214)?

There is no fee to for a copy of your Military Discharge Records.

### There is a judgment filed against me in the Official Records of Fannin County. I have never been involved in any court action. How do I get this document removed from the records?

Once a document is recorded in Official Public Records our office cannot remove it unless we have an expunction order. Chapter 51 of the Texas Government Code addresses the proper procedure to follow if you feel a fraudulent document has been filed.