

## **INMATE BONDING PROCEDURES:**

Listed below are the procedures for bonding an arrested person out of the Towns County Detention Center. A criminal bond is a financial guarantee that the arrested person will appear in court on the specified date. **A BOND IS NOT A FINE!** A person released on bond must appear before a judge to answer criminal charges.

### **CASH BOND:**

A Cash Bond may be posted by anyone. The amount of cash is the amount of the bond. If the bond is \$500.00, then \$500.00 cash must be posted. This cash will be returned to the person posting the money at the conclusion of the criminal trial or plea. When a Cash Bond is posted, you must have the exact amount. **The Sheriff's Office does not make change and does not accept credit cards or checks drawn of personal or business accounts. The Sheriff's Office will only accept postal money orders, cashier's checks, or certified checks.**

### **PROFESSIONAL BONDSMAN:**

A professional bondsman is in the business of posting bonds for criminal charges. The bondsman will charge a fee, usually 15% of the bond. This fee is non-refundable. A list of approved bondsmen is located in the booking area of the Towns County Detention Center. The Sheriff's Office **will not** recommend one bondsman over the other. The bondsman that you choose and the arrangements made are between you and the bondsman.

### **PROPERTY BOND:**

A Property Bond may be posted by individuals who own property inside Towns County. To post a Property Bond, you must have a warranty deed, a current tax statement, a property appraisal report, and all persons must be present whose name appears on the deed. In the case of the death of a named person on the deed, you must be able to show proof of the death (death certificate, etc.). A quick claim deed may be accepted if accompanied with the original warranty deed and you are able to show a line of ownership (a divorce petition giving one party the entire claim to the property). **You must have twice the bond amount plus \$2,000.00 homestead exemption in clear, unencumbered equity in the property.** (If the bond is \$1,000.00, you must have \$2,000.00 in equity plus the \$2,000.00 homestead exemption, for a total of \$4,000.00 of unencumbered equity.)

### **OTHER REQUIREMENTS:**

**Bond Fee: There is a \$20.00 bond fee required by the state on any bond. It has to be paid with a money order.**

The individual property owner must sign an affidavit that he/she is the owner of said property.

The individual property owner cannot require a fee in any amount or thing of value from the principal in return for signing said bond.

A lien for the amount of the bond will be recorded against your property through the office of the clerk, condition upon the appearance of the defendant as required by law and satisfying all other bond obligations.

At this time, Towns County Detention Center does not accept property bonds on property located in another county.

No property with second mortgages, tax, or other liens is permitted for use to post property bonds.

### **SURRENDERS:**

If, after making a Property Bond, you change your mind and want to get off the bond before the case has been settled:

1. You must return the person that you bonded out back to the Towns County Detention Center.
2. You can surrender that person in open court to a Towns County deputy sheriff.
3. You must obtain a Commitment Slip from the Towns County Detention Center, or the deputy sheriff on the person that you surrendered, and bring that slip to the Towns County Detention Center.

**PROPERTY BOND AFFIDAVIT**

**DATE OF BOND:** \_\_\_\_\_

**PRINCIPAL (PERSON GETTING OUT OF JAIL):** \_\_\_\_\_

When you put up your property as “collateral” to help someone get out of jail, you are promising the court that you will pay the amount of the bond if that person does not show up in court whenever they are needed. If the person you are bonding out does not show up at their court hearing, you could lose your property. Also, you may not be able to sell or transfer ownership of your property until the criminal case of the person you are getting out of jail is adjudicated (completed). This process could take from three months to years, depending on the crime for which the person has been arrested.

**You will be responsible for informing the Sheriff’s Office about any liens that presently exist against the property. You must present any other documentation required to process the bond. You must provide the information listed on page 2. If at any time during the process you wish to be free of this Property Bond and return your full rights to your property, you must return the person that you bonded out to this jail.**

I have read and understand what the court expects of me and what may happen to my property if \_\_\_\_\_ does not attend all of their court appearances.

I, \_\_\_\_\_, understand that this is an official document of the Towns County Sheriff’s Office. By my signature, I am verifying that I have carefully read this document and that all of the information on page 2 of this document is true to the best of my knowledge and belief. By my signature, I attest that I am not a professional bail bondsman, nor am I an agent or employee of a professional bail bondsman, or acting on behalf of a professional bail bondsman, and that I am therefore not entitled to receive, demand, or ask for any compensation from anyone for making this Property Bond. I further attest that I have not received, nor will I receive compensation form anyone for making this Property Bond. I also understand that it is a felony to knowingly make any false statement and, that if I make any false statement during the preparation of this Property Bond, I may be subject to criminal prosecution under the laws of this state including, but not limited to, O.C.G.A. 1-10-20.

\_\_\_\_\_  
Signature of Surety

\_\_\_\_\_  
Name of Surety (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sheriff’s Office Representative

**SURETY QUESTIONNAIRE**

**Please complete all information below.  
This form must be completed to post a Property Bond.**

\_\_\_\_\_  
**NAME (PRINT) FIRST**

\_\_\_\_\_  
**MIDDLE**

\_\_\_\_\_  
**LAST**

\_\_\_\_\_  
**STREET ADDRESS OF COLLATERAL PROPERTY**

\_\_\_\_\_  
**CITY**

\_\_\_\_\_  
**ZIP CODE**

\_\_\_\_\_  
**MAILING ADDRESS (If different from above)**

\_\_\_\_\_  
**HOME PHONE**

\_\_\_\_\_  
**CELL PHONE**

\_\_\_\_\_  
**WORK PHONE**

Are there any Property Bonds outstanding at this time? YES ( ) NO ( )

How long have you owned your property? \_\_\_\_\_

Are there any second or third mortgages currently outstanding on your property that you are using for this bond? YES ( ) NO ( ) If YES, list the amount(s) \_\_\_\_\_

How much equity do you have in your property? \_\_\_\_\_

Are there liens (including first mortgage) against your property? YES ( ) NO ( )  
If YES, what is the amount? \$\_\_\_\_\_

**You will need a copy of your driver's license or government issued photo identification.  
(To be completed at Bonding Window)**

**TOWNS COUNTY SHERIFF'S OFFICE**

**PROPERTY BOND WORKSHEET**

You will need to have the following:

- Warranty Deed
- Tax Assessment
- Property Appraisal Report
- All persons whose names appear on the deed

a.) How much is the property worth, as per your appraisal report? (cost approach)

\$ \_\_\_\_\_

b.) How much do you owe on the property? \$ \_\_\_\_\_

c.) How much equity is in the property? \$ \_\_\_\_\_ (a - b = c)

Bond amount \$ \_\_\_\_\_ x 2 = \$ \_\_\_\_\_ + \$2,000.00 homestead exemption =  
\$ \_\_\_\_\_

Do you have at least this much unencumbered equity in your property? (reference "c" above.)

YES       NO

If no, you do not qualify to post a Property Bond of this amount.

If yes, you may complete the Property Bond Application.