

# **Document Requirement Guide**

**MARC GRAVITT, REGISTER**

**HAMILTON COUNTY, TN  
REGISTER'S OFFICE**

625 Georgia Ave, Room 400  
Chattanooga TN 37402  
(423) 209-6560  
(423) 209-6561 Fax

<http://register.hamiltontn.gov>

4/16/2019

## **CHECKLIST FOR RECORDING DOCUMENTS**

- ✓ Must be the **ORIGINAL** document (must have original signatures and original notary seals). The only exception is if it's a certified copy, already recorded in another County or State office.
- ✓ Needs to be for Hamilton County property.
- ✓ Two inch margin at top right corner of the document, so the validation stamp does not cover up any pertinent information.
- ✓ Prepared by (full name and address).
- ✓ State where the document is to be sent back to. If being mailed back, include a self-addressed stamped envelope.
- ✓ Document must be signed.
- ✓ Document must be dated.
- ✓ Document must be notarized for each signature.
- ✓ Each acknowledgement must have the notary's signature, seal & expiration date.
- ✓ Who signs the document must be mentioned in the notary acknowledgement.
- ✓ If there are multiple acknowledgements, there must be a seal for each acknowledgement.
- ✓ The preparer of a document shall not place a Social Security Number on any document filed. The responsibility of placing Social Security Numbers lies with the PREPARER of the document.
- ✓ Pages should be in numerical order. Place any exhibits after the legal description & before any riders.
- ✓ Any amendments, corrected, revocation or modified documents need to state the Book & Page being amended etc.
- ✓ Certified documents cannot be altered, except to write the Grantee's name, address, send tax bills to & map parcel number in the margin.
- ✓ Book & Page reference is indexed, not instrument numbers.
- ✓ A legal description consists of a lot in a subdivision or metes & bounds, cannot be an address only.
- ✓ Documents may be refused for recording if illegible.

## **MISCELLANEOUS NOTES**

- ◆ Credit Card payments accepted. There is a 2.39% fee, charged by the credit card company.
- ◆ Checks made payable to Marc Gravitt, Register of Deeds.
- ◆ Electronic filing is available through Simplifile at <https://simplifile.com> or CSC at <https://www.erecording.com>. (The Hamilton County Register's office does not support nor endorse these third party service providers.)
- ◆ All documents are subject to exceptions and/or revisions of fee & document requirements.

## EXAMPLES

T.C.A. 66-22-107

T.C.A. 66-22-108

\*Acknowledgements are unacceptable if they are missing a signature, seal or commission expiration date!

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### ◆ Individual Acknowledgement:

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally appeared \_\_\_\_\_  
(*person/persons who appeared*), to me known to be the person\_\_\_\_ described in and who  
executed the foregoing instrument, and acknowledged that \_\_\_\_\_  
(*he/she/they*) executed the same as \_\_\_\_\_  
(*his/her/their*) free act and deed.

IN WITNESS WHEREOF I have hereunto set my hand and Notarial Seal.

\_\_\_\_\_  
(*signature*)

Notary Public

My Commission expires:

SEAL

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### ◆ Corporate Acknowledgement:

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, \_\_\_\_\_  
(*Notary's name*) of the state and county aforesaid, personally appeared  
\_\_\_\_\_  
(*person/persons who appeared*), with whom I am personally acquainted, and who, upon  
oath, acknowledged himself to be \_\_\_\_\_  
(*Title/Position*) of the \_\_\_\_\_  
(*Company Name*), the within named bargainer, a corporation, and that he as such  
\_\_\_\_\_  
(*Title/Position*), being authorized so to do, executed the foregoing instrument for the  
purpose therein contained, by signing the name of the corporation by himself as  
\_\_\_\_\_  
(*Title/Position*).

Witness my hand and seal, at office in \_\_\_\_\_, this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(*signature*)

Notary Public

My Commission expires:

SEAL

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◆ **Power of Attorney Acknowledgement:**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me, the undersigned Notary Public of the state and county aforesaid personally appeared (person/persons who appeared) to me known or proved to me on the basis of satisfactory evidence to be the person who executed the foregoing instrument in behalf of (person they're signing for) principal, and who acknowledged that he executed the same as the free act and deed of said principal as attorney in fact.

Witness my hand this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
*(signature)*

Notary Public

My commission expires: \_\_\_\_\_

SEAL

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◆ **Max Statement:**

“Maximum principal indebtedness for Tennessee recording tax purposes is \$\_\_\_\_\_”.

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◆ **Oath of Value Statement:**

\*Oath statement is unacceptable if it's missing the conveyed amount, signatures, seal or commission expiration date!

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I hereby swear or affirm that the actual consideration for this transfer or value of the property transferred, whichever is greater, is \$\_\_\_\_\_, which amount is equal to or greater than the amount which the property transferred would command at a fair and voluntary sale.

\_\_\_\_\_  
(signature)  
Affiant  
(\*see note below)

Subscribed and sworn to before me on this the \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

\_\_\_\_\_  
(signature)  
Notary Public

My Commission Expires: \_\_\_\_\_  
SEAL

\*Per T.C.A. 67-4-409 (6)(A) The grantee, the grantee's agent, or a trustee acting for the grantee shall be required to state under oath upon the face of the instrument offered for record in the presence of the register, or before an officer authorized to administer oaths, the actual consideration or value, whichever is greater, for the transfer of a freehold estate.

The grantor may not sign as affiant, or as agent for the affiant.

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◆ **Electronic certification:**

The certification of an electronic document shall be made by either a licensed attorney or the custodian of the electronic version of the document and the signature of that person shall be acknowledged by a notary public. The certification shall be transmitted with the electronic document and shall be recorded by the county register as a part of the document being registered. The certification of electronic document shall be in substantially the following form:

I, \_\_\_\_\_, do hereby make oath that I am a licensed attorney and/or the custodian of the electronic version of the attached document tendered for registration herewith and that this is a true and correct copy of the original document executed and authenticated according to law.

\_\_\_\_\_  
(signature)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Personally appeared before me, \_\_\_\_\_, a notary public for this county and state, (name of person making certification) who acknowledges that this certification of an electronic document is true and correct and whose signature I have witnessed.

\_\_\_\_\_ Notary's Signature

MY COMMISSION EXPIRES: \_\_\_\_\_

Notary's Seal



**All documents must contain the following** (exceptions noted below at each document type with an \*):

- ◆ Must have prepared by, return to name & address.
- ◆ Must be dated.
- ◆ Must be signed.
- ◆ Must be notarized.

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**Standard recording fees are:**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$5.00 additional for a multi-function document.

\$0.0037 per \$100 Conveyance Tax.

\$0.00115 per \$100 Mortgage Tax.

\$1.00 Probate Fee (if tax collected).

(Exceptions stated below at each document type)

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**AFFIDAVIT – A01**

If for an heirship the affidavit must have a legal description, prior title, grantee & tax bills to name & address & a map parcel number, **unless it is followed by a deed.**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**AGREEMENT – A02**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.



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### **APPLICATION – A03**

Form needs to be completed, signed & approved by the Assessor's Office.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **APPOINTMENT – A04**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **ASSIGNMENT – A05**

Borrowers on Deed of Trust.

Book & Page of the Deed of Trust being assigned.

Max statement. The amount can be zero but if an amount is listed, it needs to state the Book & Page where taxes were paid.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$5.00 for each additional reference being assigned.

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### **ASSIGNMENT-BLANKET – A06**

Borrowers on Deed of Trust.

Book & Page of the Deeds of Trust being assigned.

Max statement. The amount can be zero but if an amount is listed, it needs to state the Book & Page where taxes were paid.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.  
\$5.00 for each additional reference being assigned.

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### **ASSIGNMENT-PARTIAL – A07**

Borrowers on Deed of Trust.

Book & Page of the Deed of Trust being assigned.

Max statement. The amount can be zero but if an amount is listed, it needs to state the Book & Page where taxes were paid.

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.  
\$5.00 for each additional reference being assigned.

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### **ASSUMPTION – A08**

Book & Page of the Deed of Trust being assumed.

If the document states “seller is released from liability”, it must have a max statement.  
Mortgage Tax due on the assumed amount of the debt (exempt \$2,000.00), multiplied by .00115.  
\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.  
\$1.00 Probate Fee.

If the document states “seller is not released from liability”, no max statement required.  
\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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### **AFFIDAVIT OF AFFIXATION – A10**

Names of legal owners of manufactured home & real property to which it’s being affixed.

Description of the manufactured home (ex: Manufacturer’s Name, Model, Length/Width, Serial #).

Property address & legal description.

If affidavit is a **DE-TITLE** it needs to state the Book & Page number of the affixation.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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## **AFFIDAVIT-SCRIVENERS – A11**

Request to have the heading state, “Scriveners Affidavit-(document type being corrected)”.

(Ex: Scriveners Affidavit–Warranty Deed)

Grantor/grantee names. If correcting grantor/grantee, it must show the way it was on the original document and the corrected way.

Book & Page of the document being corrected.

Legal description when correcting a document that requires a legal description.

Document being corrected does not have to be attached as an exhibit.

A Scrivener’s Affidavit may not be recorded for a PLAT, if it corrects lot lines or notes that are on the previously recorded plat(s). A corrective plat would be needed in that instance.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$5.00 for each additional document Book & Page number being corrected.

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## **BANKRUPTCY – B01**

Certified copy from the Court.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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## **BILL OF SALE – B02**

Legal description.

Prior title.

Map parcel number.

Max statement with amount, if payments are being made.

Mortgage Tax due on the amount of the debt (exempt \$2,000.00), multiplied by .00115.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

If no payments max statement can be zero.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **BOND – B03**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **BY LAWS – B04**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **CERTIFICATE – C02**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **CHARTER – C03\***

Cover letter from Secretary of State, unless it states e-filed on the first page. There is usually a unique number stamped on the cover letter. The attached pages should run in consecutive order.

\$5.00 for 1-5 pages.

\$0.50 for each additional page.

\$2.00 Data Processing Fee.

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**CONTRACT – C04**

Legal description.

Prior title.

Map parcel number.

Max statement with amount, if payments are being made.

Mortgage Tax due on the amount of the debt (exempt \$2,000.00), multiplied by .00115.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

If no payments max statement can be zero.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**CHILD SUPPORT LIEN – C05\***

Certified copy from the Court.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**CORRECTIVE DEED – D01**

Reason for correction.

Book & Page of the Deed being corrected.

Legal description.

Grantee's name & address.

Send tax bills to: (name & address).

Map parcel number.

Oath of value. If oath shows an increased amount, it should state the total amount & the amount over the original deed oath amount. If oath is not changing, it should match the original deed & state the Book & Page in that oath where tax was paid. An Affiant may be the grantee, the grantee's agent, or a trustee acting for the grantee. The grantor may not sign as affiant or as agent for the affiant.

If the oath of value is being increased, it is taxable.

Conveyance Tax due on the increased amount of the sale, multiplied by .0037.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

If the oath of value is not changing, it would not be taxable.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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## **DECLARATION – D02**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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## **DECREE-PROPERTY – D03\***

Certified copy from the Court.

Check mark (√) in the left margin, by the paragraph for divesting property.

Grantee's name & address.

Send tax bills to: (name & address).

Map parcel number.

Oath of value if it is a tax sale. Does not require an oath of value on Divorce Decrees, Decrees to Quiet Title, etc. An Affiant may be the grantee, the grantee's agent, or a trustee acting for the grantee. The grantor may not sign as affiant or as agent for the affiant.

If it is a tax sale, it is taxable.

Conveyance Tax due on the amount paid into the court, multiplied by .0037.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.  
\$1.00 Probate Fee.

If not a tax sale, it would not be taxable.  
\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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**DECREE-LIEN – D04\***

Certified copy from the Court.

Submitter must note in upper left corner of the document the word **LIEN**.

Submitter to check mark (√) in the left margin, by the paragraph for the lien.

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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**DEED OF TRUST – D05**

Trustee.

Legal description.

Prior title.

Max statement with the loan amount.

Mortgage Tax due on the loan amount (exempt \$2,000.00), multiplied by .00115.  
\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.  
\$1.00 Probate Fee

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**DEED OF TRUST AMENDMENT/MODIFICATION – D06**

Borrower & Lender should sign & be notarized.

Book & Page reference of the Deed of Trust being amendeded.

Max statement. If increasing indebtedness, it must be the increased amount only. If not increasing indebtedness it can state zero, but if the full loan amount is listed, state the Book & Page where taxes were paid. If decreasing indebtedness, state the amount it's decreasing to and the Book & Page where taxes were paid.

Max statement with amount of increase.

Mortgage Tax due on the loan amount, multiplied by .00115.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

\$250.00 Penalty or double the tax, whichever is greater, if 60 days past execution date.

Max statement with no increase.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **DISCHARGE – D07\***

Original or certified copy with seal on DD-214.

No charge.

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### **DISCLAIMER – D08**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **DISMISSAL – D09**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **MASTER DEED – D10**

Legal description.



Prior title.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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## **MASTERS DEED – D11**

Legal description.

Prior title.

Grantee's name & address.

Send tax bills to: (name & address).

Map parcel number.

Oath of value. An Affiant may be the grantee, the grantee's agent, or a trustee acting for the grantee. The grantor may not sign as affiant or as agent for the affiant.

Conveyance Tax due on the amount of the sale, multiplied by .0037.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

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## **QUITCLAIM DEED – D12**

Legal description.

Prior title.

Grantee's name & address.

Send tax bills to: (name & address).

Map parcel number.

Oath of value. An Affiant may be the grantee, the grantee's agent, or a trustee acting for the grantee. The grantor may not sign as affiant or as agent for the affiant.

**Should not state "warrant & defend or fee simple". If it does it will be taxable.**

Conveyance Tax due on the amount of the sale, multiplied by .0037.

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.  
\$1.00 Probate Fee.

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### **RIGHT OF WAY DEED – D13**

Legal description.

Prior title.

Grantee's name & address.

Send tax bills to: (name & address).

Map parcel number.

Oath of value. An Affiant may be the grantee, the grantee's agent, or a trustee acting for the grantee. The grantor may not sign as affiant or as agent for the affiant.

Conveyance Tax due on the amount of the sale, multiplied by .0037.

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.  
\$1.00 Probate Fee.

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### **TIMBER DEED – D14**

Legal description.

Prior title.

Grantee's name & address.

Send tax bills to: (name & address).

Map parcel number.

Oath of value. An Affiant may be the grantee, the grantee's agent, or a trustee acting for the grantee. The grantor may not sign as affiant or as agent for the affiant.

Conveyance Tax due on the amount of the sale, multiplied by .0037.

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

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**TRUSTEES DEED – D15**

Borrowers on Deed of Trust.

Book & Page reference of the Deed of Trust being foreclosed.

Legal description.

Prior title.

Grantee's name & address.

Send tax bills to: (name & address).

Map parcel number.

Oath of value. An Affiant may be the grantee, the grantee's agent, or a trustee acting for the grantee. The grantor may not sign as affiant or as agent for the affiant.

Conveyance Tax due on the amount of the sale, multiplied by .0037.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

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**VENDOR/ASSUMPTION DEED – D16**

Book & Page reference of the Deed of Trust being assumed.

Legal description.

Prior title.

Grantee's name & address.

Send tax bills to: (name & address).

Map parcel number.

Oath of value. An Affiant may be the grantee, the grantee's agent, or a trustee acting for the grantee. The grantor may not sign as affiant or as agent for the affiant.

**If the document states "seller is released from liability", it must have a max statement.**

**If the document states “seller is not released from liability”, no max statement required.**

Conveyance Tax due on the amount of the sale, multiplied by .0037.

Mortgage Tax due on the assumed amount (exempt \$2,000.00), multiplied by .00115.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

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### **WARRANTY DEED – D17**

Legal description.

Prior title.

Grantee’s name & address.

Send tax bills to: (name & address).

Map parcel number.

Oath of value. An Affiant may be the grantee, the grantee’s agent, or a trustee acting for the grantee. The grantor may not sign as affiant or as agent for the affiant.

Conveyance Tax due on the amount of the sale, multiplied by .0037.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

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### **DEED OF TRUST SCRIVENERS AFFIDAVIT – D18**

Request to have the heading state, “Scriveners Affidavit-Deed of Trust”.

Grantor/grantee names. If correcting grantor/grantee, it must show the way it was on the original document and the corrected way.

Book & Page of the Deed of Trust being corrected.

Legal description.

Document being corrected does not have to be attached as an exhibit.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$5.00 for each additional Book & Page number being corrected.

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**EASEMENT – E01**

Legal description.

Prior title.

Grantee's name & address.

Send tax bills to: (name & address).

Map parcel number.

Oath of value. An Affiant may be the grantee, the grantee's agent, or a trustee acting for the grantee. The grantor may not sign as affiant or as agent for the affiant.

Conveyance Tax due on the amount of the sale, multiplied by .0037.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

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**FEDERAL TAX LIEN – F01\***

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**FEDERAL TAX NOTICE – F02\***

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**FEDERAL TAX PARTIAL RELEASE – F03\***

Book & Page of the Federal Tax Lien being partially released.

Legal description if partially releasing property.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$5.00 for each additional reference being released.

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### **FEDERAL TAX RELEASE – F04\***

Book & Page of the Federal Tax Lien being released.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$5.00 for each additional reference being released.

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### **FEDERAL TAX WITHDRAWAL – F05\***

Book & Page of the Federal Tax Lien being withdrawn.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$5.00 for each additional reference being assigned.

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### **FEDERAL TAX SUBORDINATION – F06\***

Book & Page of the Federal Tax Lien being subordinated.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **FIXTURE DEED OF TRUST – F07\***

Filed in Real Estate Records box checked.

Name & address of debtor.

Legal description (not required on a continuation).

Prior title or Book & Page of original filing if a continuation.

Max statement with the loan amount. If taxes were paid elsewhere, state the Book & Page where taxes were paid.

Mortgage Tax due on the loan amount (exempt \$2,000.00), multiplied by .00115.

\$13.00 for 1-10 pages.

\$0.50 for each additional page.

\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

\$15.00 for each additional debtor.

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### **FIXTURE RELEASE – F08\***

Termination box checked.

Book & Page of the Fixture Deed of Trust being released.

\$13.00 for 1-10 pages.

\$0.50 for each additional page.

\$2.00 Data Processing Fee.

\$15.00 for each additional debtor.

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### **FIXTURE ASSIGNMENT – F09\***

Assignment box checked.

Book & Page of the Fixture Deed of Trust being assigned.

\$13.00 for 1-10 pages.

\$0.50 for each additional page.

\$2.00 Data Processing Fee.

\$15.00 for each additional debtor.

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### **FIXTURE PARTIAL RELEASE – F10\***

Collateral Change box checked.

Book & Page of the Fixture Deed of Trust being partially released.

\$13.00 for 1-10 pages.

\$0.50 for each additional page.  
\$2.00 Data Processing Fee.  
\$15.00 for each additional debtor.

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**FIXTURE DEED OF TRUST AMENDMENT – F11\***

Amendment box checked.

Book & Page of the Fixture Deed of Trust being amended.

Max statement with the loan amount. If taxes were paid elsewhere, state the Book & Page where taxes were paid.

Mortgage Tax due on the loan amount, multiplied by .00115.  
\$13.00 for 1-10 pages.  
\$0.50 for each additional page.  
\$2.00 Data Processing Fee.  
\$1.00 Probate Fee.  
\$15.00 for each additional debtor.

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**GRANT – G01**

Legal description.

Prior title.

Max statement with the loan amount.

Mortgage Tax due on the grant amount (exempt \$2,000.00), multiplied by .00115.  
\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.  
\$1.00 Probate Fee.

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**JUDGMENT-PROPERTY – J01\***

Certified copy from the Court.

Check mark (√) in the left margin, by the paragraph for divesting property.

Grantee's name & address.



Send tax bills to: (name & address).

Map parcel number.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **JUDGEMENT-LIEN – J02\***

Certified copy from the Court.

Submitter must note in upper left corner of the document the word **LIEN**.

Submitter to check mark (√) in the left margin, by the paragraph for the lien.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **LEASE – L01**

Lessor & Lessee sign.

Legal description.

Prior title.

Max statement with amount, if payments are being made.

Mortgage Tax due on the amount of the debt (exempt \$2,000.00), multiplied by .00115.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

If no payments max statement can be zero or if the lease states “true lease, no security interest”.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **LETTERS – L02**

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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**LICENSE – L03**

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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**LIEN – L04**

Lien amount.

Type of Lien.

Legal description.

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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**LIEN LIS PENDENS – L06\***

Signed & acknowledged by the court with Plaintiff & Defendant referenced, Court and Case number.

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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**LIEN DEPARTMENT LABOR – L07\***

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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**MERGER – M01**

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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### **MINERAL – M02**

Prior title.

Map parcel number.

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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### **MOTION – M03\***

Certified copy from the Court.

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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### **MILITARY-REDACTION – M04**

Use the form prescribed by T.C.A. 10-7-513.

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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### **METH LAB NOTICE – M05\***

Property owner.

Property address.

Prior title.

Signed by law enforcement agent but not required to be notarized.

No charge.

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**METH LAB CERTIFICATE OF FITNESS – M06**

Property owner.

Property address.

Book & Page of the Meth Lab Notice, or state not of record.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**METH LAB RELEASE – M07\***

Book & Page of the Meth Lab Notice, or state not of record.

Book & Page of the Certificate of Fitness.

Signed by law enforcement agent but not required to be notarized.

Agency who issued quarantine listed.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**NOTICE – N01**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**NOTICE OF COMPLETION – N02**

Date of completion (cannot be recorded before completion date).

Legal description.

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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**OPTION – 001**

Legal description.

Prior title.

Map parcel number.

Max statement with amount, if payments are being made.  
Mortgage Tax due on the amount of the debt (exempt \$2,000.00), multiplied by .00115.  
\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.  
\$1.00 Probate Fee.

If no payments max statement can be zero.  
\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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**ORDER-PROPERTY – 002\***

Certified copy from the Court.

Check mark (√) in the left margin, by the paragraph for divesting property.

Grantee's name & address.

Send tax bills to: (name & address).

Map parcel number.

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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**ORDER-LIEN – 003\***

Certified copy from the Court.

Submitter must note in upper left corner of the document the word **LIEN**.

Submitter to check mark (√) in the left margin, by the paragraph for the lien.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **ORDINANCE – O04\***

Certified copy from the City Council.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **PARTNERSHIP – P01\***

Cover letter from Secretary of State, unless it states e-filed on the first page. There is usually a unique number stamped on the cover letter. The attached pages should run in consecutive order.

\$5.00 for 1-5 pages.

\$0.50 for each additional page.

\$2.00 Data Processing Fee.

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### **PETITION – P02\***

Certified copy from the Court.

Grantee's name & address (for muniment of title).

Send tax bills to: (name & address).

Map parcel number.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**PLAT – P05\***

May be recorded at the Register's office or at the GIS office.

GIS approval of signatures.

1 Mylar & 2 copies (all require original signatures of owners & surveyor).

\$15.00 per page.

\$2.00 Data Processing Fee.

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**POWER OF ATTORNEY – P06**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**PARTNERSHIP – P07**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**QUALIFICATIONS – Q01**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**RELEASE – R01**

Book & Page of the document being released.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$5.00 for each additional reference being released.

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### **RELEASE-PARTIAL – R03**

Book & Page of the document being partially released.

Legal description.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$5.00 for each additional reference being released.

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### **RESIGNATION – R04**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **RESOLUTION – R05\***

Certified copy from the City or County.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **RESTRICTIONS – R06**

Legal description.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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### **REVOCATION – R07**

\$10.00 for 1-2 pages.

\$5.00 for each additional page.



\$2.00 Data Processing Fee.

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**RIGHT OF WAY – R08**

Legal description.

Prior title.

Grantee's name & address.

Send tax bills to: (name & address).

Map parcel number.

Oath of value. An Affiant may be the grantee, the grantee's agent, or a trustee acting for the grantee. The grantor may not sign as affiant or as agent for the affiant.

Conveyance Tax due on the amount of the sale, multiplied by .0037.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$1.00 Probate Fee.

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**DEED OF TRUST REINSTATE – R09**

Book & Page of the Deed of Trust being reinstated & where it was released in error.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**RELEASE-REVENUE – R10\***

Book & Page of the Tax Enforcement being released.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$5.00 for each additional reference being released.

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**RELEASE-LABOR – R11\***

Book & Page of the Lien being released.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$5.00 for each additional reference being released.

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**PARTIAL RELEASE-REVENUE – R12\***

Book & Page of the Tax Enforcement being partially released.

Legal description if partially releasing property.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

\$5.00 for each additional reference being released.

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**SUBORDINATION – S01**

Book & Page of the Deed of Trust being subordinated.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**SUBSTITUTE TRUSTEE – S02**

Borrowers on Deed of Trust.

Book & Page of the Deed of Trust.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**SUCCESSOR TRUSTEE – S03**

Borrowers on Deed of Trust.

Book & Page of the Deed of Trust.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**SURVEY – S05\***

May be recorded at the Register's office only, not at the GIS office.

Survey should be 24" x 30".

1 Original (2 if customer wants to keep 1, all require original signature of surveyor & seal).

Certification: (originally signed by the licensed & registered surveyor)

I hereby certify that this survey is not a plat of subdivision as defined at TCA 13-4-301, is 5 acres or more, does not create any new streets or roads, requires no public utility improvements, requires no new sanitary sewer lines, & does not correct any drawing of property that has been originally subdivided within a subdivision which has a recorded plat in the Register's Office.

Name of current property owner.

Prior title.

Map parcel number.

Amount of acreage involved (cannot be less than 5 acres).

\$15.00 per page.

\$2.00 Data Processing Fee.

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**TAX ENFORCEMENT – T01\***

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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**TRUST – T03**

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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### **TIMBER REMOVAL PERMIT – T04**

\$10.00 for 1-2 pages.  
\$5.00 for each additional page.  
\$2.00 Data Processing Fee.

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### **TAX SALE REPORT – T05**

No charge.

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### **UCC – U01**

Filed with the Secretary of State in Nashville, TN. We may record as a courtesy at the customer's request, but only after it has been recorded at the State level.

Max statement with the loan amount. Attach the receipt from the Secretary of State showing where taxes were paid.

\$13.00 for 1-10 pages.  
\$0.50 for each additional page.  
\$2.00 Data Processing Fee.  
\$15.00 for each additional debtor.

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### **UCC – U02**

Termination box checked.

Book & Page of the UCC being terminated.

\$13.00 for 1-10 pages.  
\$0.50 for each additional page.  
\$2.00 Data Processing Fee.  
\$15.00 for each additional debtor.

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## **WAIVER – W01**

Book & Page of the lien being waived.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.

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## **WILL – W02\***

Certified copy from Probate Court.

Grantee's name & address.

Send tax bills to: (name & address).

Map parcel number.

\$10.00 for 1-2 pages.

\$5.00 for each additional page.

\$2.00 Data Processing Fee.