



FILING REQUIREMENTS

All Documents

- Property in Davidson County
- Original document
- Document must be dated
- Examine whether the document is taxable or not
- Name of preparer of instrument (Except Releases)
- Must be signed
- Notarized with complete notary acknowledgement
(Notarization is optional for Leases, Bylaws & Contracts)
- Date notarized
- Date notary commission expires
- Check payable to Register of Deeds or Karen Johnson
- Make sure the check is dated & signed

Self-Addressed stamped envelope included

**Certified copy from the courts must be
signed by the clerk & sealed.**

The Re-Recording of any instruments requires that all original grantor(s) re-sign & be re-acknowledged. If you are unable to get the instrument re-signed then a Scrivener's Affidavit is acceptable and it will be indexed as an Affidavit.

Affidavit of Heirship

- Name of Deceased Individual
- List of Heirs
- Affiant must sign

Affidavit of Lost Assignment

- Original borrower
- Original reference number
- Assignor & Assignee

Affidavit Void Foreclosure

- Original reference number(s)
- Borrower name

**Amendment of
Deed of Trust**

- Original reference number(s)
- If it amends the amount, must state the amount of increase in the Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$_____, if no increase insert \$0.00
- A \$250 or double the tax penalty, whichever is greater, applies when executed over 60 days of the prepared date

**Appointment of
Substitute Trustee**

- Original debtor
- Original reference number

**Articles of Amendment
Articles of Dissolution
Articles of Incorporation
Articles of Merger
Articles of Organization**

- These all pertain to Charter's filed with the Secretary of State
- Principal office must be located in Davidson County
- Cover letter from the state and original document

Assignment of DOT

- Assignor & assignee
- Debtor's name
- Instrument number of assigned document
- Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$0
(If amount is listed taxes must be paid)

Assignment of Lease

- Lessor & Lessee or Landlord & Tenant

Assignment of Rents

- Debtor & Lender needed
- Reference Original DOT only if not filed after DOT
- Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$0.00. Unless there is an increase then that amount would be listed

**Assignment of
Rents & Leases**

- Debtor & Lender needed
- Reference Original DOT only if not filed after DOT
- Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$0.00. Unless there is an increase then that amount would be listed

Assumption Agreement

- Original borrowers
- Assuming party
- Bank/Lender
- Reference original DOT
- Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$0, unless the Original Borrower(s) is released then we would tax the amount being assumed.

Beautification Lien

- Name of person lien is against

Bond to Discharge Lien

-Name of the Principal, Surety, Claimant & Property Owner

**Cancel Release &
Reinstate Deed of Trust**

-Reference number of the release
-Reference number of the Deed of Trust
-Borrower, Trustee & Lender

Charter

-Principal office must be located in Davidson County
-Cover letter from the state and original document

Civil Warrant

-Must be a certified copy signed, dated and sealed from the clerk

**Contract/Purchase &
Sell Agreement**

-Must be signed by the seller
- Maximum Principal Indebtedness for Tennessee Recording Tax
Purposes is \$_____.***Only taxable if terms are included**

**Correction of Notary
Acknowledgement**

-Reference# of the corrected document

**Declaration of Void
Successor Trustee Sale**

-Reference number of Successor Trustee Deed & original DOT
-Person or Company who purchased the sale on the STD
-Original or present borrowers
-Check for Exhibits

**Decree for Redemption &
Decree for Confirming
Sale**

-Chancery clerk deed with seal from court
-Owners name and address
-Tax bill name and address
-Map and parcel number
-Oath of Consideration - the amount purchased or the amount
redeemed

Deed of Trust

-Debtor name
-Secured party name
-Trustee name
-Property Description
-Current derivation clause
-Maximum Principal Indebtedness for Tennessee Recording Tax
Purposes is \$_____

Easements

-Oath of consideration, taxable
-Proper signatures
**Easements conveyed to Metro must be approved by Metro. They must be
signed, dated & sealed before record ing.

**Final Decree of
Divorce**

-Certified Copy from the Court
-Real property being divested out of and vested into

Foreclosure Notice of Default

- Present borrower
- Present mortgagee
- Reference # of original DOT

Foreclosure Notice of Appt. Trustee

- Present borrower
- Present mortgagee
- Reference # of original DOT

Foreign Charter

- Must be original or certified copy from the state it's coming from

Greenbelt Assessments

- Approved by tax assessor

Installment Deeds

- Property description, derivation clause
- New owner name and address
- Tax bill name and address
- Map & parcel number
- Oath of consideration
- Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$_____
- Trustee needed
- Name of Seller
- Name of Buyer

Installment Sales Contract

- Signed and notarized by debtor
- Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is\$ _____ ***Only taxable if terms are included**

Liens

- Name of party placing lien
- Name of property owner
- Amount of lien

Limited Partnership

- Any partnership that was formed before 1985 does not go to the Secretary of State for filing

Master Deeds & Master Deed Amend

- Must be approved by Property Mapping before recording
- Check all exhibits

Military Discharge

- Member copy #4 only
- No charge for recording or for certified copies

Modification Agreement

- If it modifies the amount, must state the amount of increase in the Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$_____, if no increase insert \$0.00
- A \$250 or double the tax penalty, whichever is greater, applies when executed over 60 days of the prepared date
- Need original reference number

Mortgage

- Debtor name
- Secured party name
- Property description & current derivation clause
- Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$_____

**Notice and Affidavit
Limiting Maximum
Principal Amount**

- Borrower
- Reference #
- Lender

Notice of Completion

- Name of owner
- Name of contractor/owner
- Proper address/lot & subdivision
- Date of completion

Notice of Federal Tax Lien

- Name and address of debtor & amount of debt

Notice of State Tax Lien

- Name and address of debtor & amount of debt

Partial Releases

- Name of Party being released
- Reference Instrument number being released
- Description of what is being released (Ex. Lt 1 Chase Point)

Power of Attorney

- Grantor and grantee names

Quitclaim Deed

- New owner name and address
- Tax bill name and address
- Map and parcel
- Grantor and grantee names
- Convey 's interest only (no have and to hold language)
- Does not warrant title**
- Property description & current derivation clause
- Oath of consideration may have \$0 or actual consideration

**Release of Assignment
Of Lease**

- Reference instrument number being released
- Assignor/ Assignee

Releases of Lien

- Reference instrument number being released
- Name of party being released

Restrictions

- Must be signed by the Developer
- If a drawing is attached, must be approved by Property Mapping
- TCA 66-27-107

**Revocation of Power
Of Attorney**

- Person revoked
- Reference number of original Power of Attorney(if applicable)

Scriveners Affidavit

- Reference number of instrument being corrected
- Can attach an original document that has already been recorded
- Borrower/Trustee/Lender or Seller/Buyer

Subdivision Plats

- Paper copy of plat (If from another City Planner)
- Signature & dated of planning commission
- Signature and seal of surveyor

Subordination Agreement

- Reference #'s of original DOT and the subordinate DOT
- Subordinate Lender
- Borrowers
- Original Lender

**Substitute Trustees
Deed**

- Original debtor
- Reference number of original Deed of Trust
- Oath of consideration
- Grantor & Grantees names
- New owner name & address
- Tax bill name & address
- Map & parcel number

Surveyor's Affidavit

- Name of Surveyor
- Purpose of the Survey
- Attached Survey
- Reference instruments numbers associated with the survey

**UCC
Financing Statement**

- Collateral to secure indebtedness
- Debtor and secured party name and address
- Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$_____. If \$0.00 we require the reference number of where taxes were paid
- Special form Revised Article 9
- Fixture filings must have:**
- Fixture Filing Box checked or the document must specify it should be filed as a Fixture in real estate records
- Address of property where fixture is located

UCC Amendment

- Need Debtor/Secured Party
- Reference number of original UCC & Amendments

UCC Assignment

- Need Debtor/Secured Party/Assigning Party
- Reference number of original UCC & Amendments

UCC Continuation

- Need Debtor /Secured Party
- Reference number of original UCC & Amendments
- Continuations must have wording:
"Exactly same collateral as prior debt, does not increase principal debt"

UCC Termination

- Need Debtor/Secured Party
- Reference number of original UCC & Amendments
- Must refer to all subsequent documents

UCCJ True Lease

- *"True lease" transactions must state \$0 as amount and "No security interest-true lease"
- *Information only filings must state \$0 for special indebtedness & "No security interest-notice only"

Warranty Deed

- Name and address of new owner
- Tax bill name & address
- Map and parcel number(s)
- Oath of consideration
- Property description & derivation clause
- Buyer & Seller

- Certified copies from probate

**Withdrawal of
Foreclosure**

- Original borrower
- Present mortgagee
- Reference number of DOT