



Administrative Recording Requirements

State of Tennessee

Marital State: Yes
Trust State: Yes
Mortgage State: Yes

Recording Structure: 95 counties / Register of Deeds

Required Statement: "Prepared by" name and address must be on first page
"Name and address for person(s) responsible for taxes" name and address
"Name and address for Property Owner" name and address Return-
to "Mail" name and address
"Maximum principal indebtedness for Tennessee recording tax purposes
is \$ _____" (Assignments require the amount to be "\$ 0")

Required Documents: Oath of Consideration as follows

State of _____

County of _____

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

Subscribed and sworn to before me

This _____ day of _____, 2010.

Affiant

Notary Public

My commission expires: _____

Formatting of Documents:

Format specified by statute
"Sufficient space" for recording information
Parcel number must be listed on first page

Legal Description: Map and parcel number required on all deeds, trust deeds and mortgages.

Derivation clause required including book and page (do not use instrument number)

Other Requirements: Scriveners Affidavit may be used for Re-records only (see sample below)
Quit Claim Deeds should read: "I hereby swear of affirm that the actual consideration is \$ 10.00" *Do NOT include "of true value of this transfer, whichever is greater".*
Reverse Mortgage require "This is a Home Equity Conversion Mortgage Loan pursuant to Tennessee Code annotated, Title 47, Chapter 30." The unpaid balance for Reverse mortgages should be "0".
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: Generally less than 1 week

Sample Scriveners Affidavit:

Scriveners Affidavit – Document Type (ex: Scriveners Affidavit – Warranty Deed)

Must have prepared by, return to name & address

Must be acknowledged

Must have grantor/grantee names. If correcting grantor/grantee, it must show the way it was on the original document and the corrected way. Must have book & page of document being corrected

Must have a legal description when correcting a document that requires a legal description

Document being corrected does not need to be attached as an exhibit

Type of = type of document being corrected

Tennessee County Specifics

Franklin County Re-Records require borrowers to resign and must be re-acknowledged
Documents mailed to office are not accepted, an abstractor must be used to record documents

Hamblen County Re-Records require borrowers to resign and must be re-acknowledged

Henry County Re-Records require borrowers to resign and must be re-acknowledged

Knox County Re-Records require borrowers to resign and must be re-acknowledged

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.

Recording Requirements are subject to change at any time without notice. as of 3/10/2010