

All Documents

- Name & address of preparer of document
- Property in Sumner County
- Original document or certified copy (certified copy from the court must be signed by the clerk & bear a seal from certifying office)
- Must be signed & dated
- Notarized with complete notary acknowledgement
- Check payable to Holly Hemmrich, Sumner County Register of Deeds
- The check must be dated & signed (please provide a telephone number on check)
- Is the document taxable?

-Re-Recording the original document for the purpose of correction requires all original parties to resign and be re-notarized.

-If signatures are signed electronically, it must state as such.

Affidavit of Heirship

- Name of deceased individual
- List of heirs
- Affiant must sign

Affidavit of Lost Assignment

- Original borrower
- Reference original Book & Page
- Assignor & assignee

Agreement

- Grantor and grantee name(s)

Appointment of Substitute Trustee

- Original debtor
- Reference original Book & Page

Assignment of Deed of Trust

- Assignor & assignee
- Name of debtor

- Reference original Book & Page of assigned document
- \$5 each additional assignment reference
- Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$0.00. (If assignment is from an exempt entity to a non-exempt entity tax must be paid. If amount is listed, taxes must be paid.)

Assignment of Lease

- Name of lessor/landlord & lessee/tenant

Assignment of Rents & Assignment of Rents & Leases

- Name of debtor & lender
- Reference Book & Page or original Deed of Trust only if not filed after Deed of Trust. Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$0.00. Unless there is an increase then that amount would be listed and taxes paid.

Assumption Agreement

- Original borrowers
- Assuming party
- Bank/Lender
- Reference Book & Page of original Deed of Trust

Bond to Discharge Lien

- Name of the principal, surety, claimant & property owner

Cancel Release & Reinstate Deed of Trust

- Borrower, trustee & lender
- Reference Book & Page of release
- Reference Book & Page of the Deed of Trust

Civil Warrant

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

Contract/Purchase & Sell Agreement

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

Correction of Notary Acknowledgement

- Name(s) of Grantor(s)
- Reference Book & Page of the corrected document

Deed of Trust/Mortgage

- Debtor(s)/borrower(s) name
- Secured party/lender name
- Trustee name
- Property/legal description
- Current derivation clause
- Maximum principle indebtedness for Tennessee Recording Tax Purposes is \$_____.

Easement

- Oath of consideration, taxable
- Proper signatures
- Property (If creation of an easement along a platted subdivision, please see the Planning Commission prior to recording)

Final Divorce Decree

- Certified copy from the court signed & sealed

Fixture Filing

- Owner(s) name & address of property where fixture is located
- Secured party name & address
- Collateral to secure indebtedness
- Maximum principal indebtedness for Tennessee Recording Tax Purposes is \$_____. If \$0.00, Book & Page of document where taxes were paid is required.
- Special form Revised Article 9
- Fixture filing box checked or the document must specify it should be filed as a fixture in real estate records

Fixture Amendment

- Name of debtor/secured party
- Reference Book & Page of original fixture & amendment(s)

Fixture Assignment

- Debtor, secured party & assigning party name(s)
- Reference Book & Page of original fixture & amendment(s)
- Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$_____. If \$0.00, Book & Page of document where taxes were paid is required.

Fixture Continuation

- Debtor & secured party name(s)
- Reference Book & Page of original fixture & amendment(s)
- Must have wording: “Exactly same collateral as prior debt, does not increase principal debt”
- Must have max statement

Fixture Termination

- Must be signed and dated by secured party
- Reference Book & Page of original fixture & amendment (must refer to all subsequent documents)

Greenbelt

- Approved and signed by Assessor of Property

Lien

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

Military Discharge

- No charge for recording or for certified copies - must present picture ID

Modification/Amendment of Deed of Trust

- If modifying amount, must state 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 execution date
- Reference original Book & Page

Notice of Completion

- Name of owner
- Name of contractor
- Proper address/lot & subdivision
- Date of completion
- The name & address of the person, firm, or organization to which parties entitled to the benefits of the said law may send notice, is as follows

Partial Release of Lien

- Name of party being released
- Reference Volume & Page being released
- Description of property being released

Power of Attorney

- Grantor and grantee names

Probated Will

- Certified copy from probate

Quit Claim Deed

- Owner name and address
- Tax bill name and address
- Map and parcel number
- Grantor and grantee name(s), may convey interest only (no have and to hold language, no warrant & defend clauses). **Does not warrant title**
- Property/legal description
- Current derivation clause
- Oath of consideration, may have \$0.00 or actual consideration if exempt and or conveying interest only.

Release of Lien

- Reference Book & Page being released
- Name(s) of party being released

Scrivener's Affidavit

- Reference Book & Page being corrected

- Name(s) of borrower/trustee/lender or name(s) of seller/buyer

Secretary of State Document (Charter, LLC, Articles, etc.)

- Original Document from the Tennessee Secretary of State office which will include a control number by the state listed on the face of the document.

Subdivision Plat

- Reference Owner Book & Page
- Original signature of planning commission
- Original signature and seal of surveyor
- Original notarized signature of property owner
- Original Signatures for all other entities applicable

Substitute Trustee's Deed

- Original debtor
- Reference Book & Page of original deed of trust
- Grantor & grantee name(s)
- Oath of consideration
- New owner name & address
- Tax bill name & address
- Map & parcel number

Warranty Deed

- Name and address of new owner
- Tax bill name & address
- Map and parcel number(s)
- Oath of consideration
- Property description
- Derivation clause
- Grantor/Seller & grantee/buyer names