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Sumner County Register of Deeds  
Recording and Fee Policy  
September 1, 2022

As required by Public Chapter 896 the Sumner County Register of Deeds has implemented the following policies regarding documents submitted for recording accompanied by fees that are either in excess or less than the required recording fees.

1. The Register's Office will retain as fees of the office any overages in the amount of \$12.00 or less per receipt and receipted as an overage.  
Per receipt examples:
  - One document with one check
  - Two or more documents to be batched together with one check
2. Shortages of \$5.00 or less will be receipted as an underage.
3. When documents are submitted with fees that are less than the required fees The Register's Office may contact the entity for instructions and either return the documents unrecorded or hold the documents for additional fees to be sent for no more than three days. If contact cannot be made the document(s) will be returned the same day they are received. The office will place collect or toll fee calls only.
4. When documents are submitted for recording accompanied by fees in excess of the required amount, the entity submitting the documents and fees will be contacted for specific instructions. The following options apply:
  - a. Make a request that unrecorded documents can be held for a new check in the correct amount to be sent.
  - b. Make a request that the entity send us a signed and dated letter, either by mail, e-mail or fax, stating we can keep overages of the specific amount. The Chief Deputy will keep this letter on file.
  - c. If overage amount allows, suggest certified copies of their recorded document(s) can be obtained for \$1.00 per page if they would like to purchase using their overages.
  - d. Request that unrecorded documents be returned.
  - e. Request a refund no greater than \$25.00 allowing the register's office to retain a \$2.00 nonrefundable fee for each refund check that is issued.
  - f. Refund checks should be cashed within thirty days of receipt. After one year an attempt will be made to contact the payee as a reminder that the check remains outstanding. If the payee cannot be reached the money will be turned over to the State of TN – Dept. of Unclaimed Property. (Revised 3-6-06).
3. Unrecorded documents that are returned on a regular basis may be charged postage on the returned documents.
4. The Sumner County Register of Deeds reserves the right to amend this policy as deemed necessary.

2004 Legislation sponsored by the Tennessee Land Title Association has required that a policy has been implemented and followed.