

COFFEE COUNTY REGISTER OF DEEDS
Requirements to Record Documents

1. Name and address of person or firm who prepared the document.
2. Name and address of grantee must be on any document conveying property.
3. Name and address of person who should receive tax bills on any document conveying property.
4. Map and parcel number on all property conveying property.
5. Legal description
6. Source of Title- the book and page of document by which the property was conveyed – on all deeds and mortgages.
7. On assignments, releases and amended or modified instruments, give the book and page of the source document.
8. All refiled documents should state, on the front page of the document, the reason for re-filing.
9. Signatures of proper parties.
10. All signatures must be notarized.
11. Notary seals and expirations dates.
12. Correct fees and Charges
13. Any attachments or exhibits as called for in the document
14. The “Max Debt. Statement for any document concerning indebtedness should be stated as follows: “Maximum principal indebtedness for Tennessee recording tax purposes is \$_____. On amendments, assignments or modifications, enter the amount of increase if any.
15. Oath of consideration on transfers of property:

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 _____ 2007.

Affiant

Notary Public

My commission expires:

16. Please show the order in which you want your documents recorded.