



**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 or 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**

<b>Franklin County</b>	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
<b>Hamblen County</b>	
<b>Henry County</b>	Re-Records require borrowers to resign and must be re-acknowledged
<b>Knox County</b>	Re-Records require borrowers to resign and must be re-acknowledged