

COCKE COUNTY REGISTER OF DEEDS FILING REQUIREMENTS

All Documents

- Property in Cocke County
- Original document
- Document must be dated
- Examine whether the document is taxable or not
- Name of preparer of instrument (Except Releases)
- Must be signed
- Notarized with complete notary acknowledgement
(Notarization is optional for Leases, Bylaws & Contracts)
- Date notarized
- Date notary commission expires
- **If missing seal or notary commission date, check state requirements to see if they are necessary
- Check payable to Register of Deeds or Mark McGaha
- Make sure the check is dated & signed
- ****Certified copy from the courts** must be signed by the clerk & sealed

*****The Re-Recording of any instruments require that all original grantor(s) resign & be re-acknowledged. If you are unable to get the instrument resigned then a Scrivener's Affidavit is acceptable and it will be indexed as an Affidavit.**

Affidavit of Heirship

- Name of Deceased Individual
- List of Heirs
- Affiant must sign

Appointment of Substitute Trustee

- Original debtor
- Original reference number

Articles of Amendment Articles of Dissolution –

These all pertain to Charter's filed with the Secretary of State

Articles of Incorporation

- Principal office must be located in Cocke County

Articles of Merger Articles of Organization

- Cover letter from the state and original document

Assignment of DOT

- Assignor & assignee
- Debtor's name
- Instrument number of assigned document

	-Maximum Principal Indebtedness for Tennessee Recording Purposes is \$0 (If amount is listed taxes must be paid)
Assignment of Lease	-Lessor & Lessee or Landlord & Tenant
Assignment of Rents	-Debtor & Lender needed -Reference Original DOT only if not filed after DOT -Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$0.00. Unless there is an increase then that amount would be listed
Assignment of Rents & Leases	-Debtor & Lender needed -Reference Original DOT only if not filed after DOT -Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$0.00. Unless there is an increase then that amount would be listed
Assumption Agreement	-Original borrowers -Assuming party -Bank/Lender -Reference original DOT -Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$0, unless the Original Borrower(s) is released then we would tax the amount being assumed.
Beautification Lien	-Name of person lien is against
Bond to Discharge Lien	-Name of the Principal, Surety, Claimant & Property owner
Cancel Release & Reinstatement of Deed of Trust	-Reference number of the release -Reference number of the Deed of Trust -Borrower, Trustee & Lender
Charter	-Principal office must be located in Cocke County -Cover letter from the state and original document
Contract/Purchase & Sell Agreement	-Must be signed by the seller - Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$ _____. *Only taxable if terms are included

Sale	<ul style="list-style-type: none"> -Tax bill name and address -Map and parcel number -Oath of Consideration – the amount purchased or the amount redeemed
Deed of Trust	<ul style="list-style-type: none"> -Debtor name -Secured party name -Trustee name -Property Description -Current derivation clause -Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$ _____.
Easements	<ul style="list-style-type: none"> -Oath of consideration, taxable -Proper signatures
Final Decree of Divorce	<ul style="list-style-type: none"> -Certified Copy from the Court -Real property being divested out of and vested into
Foreclosure Notice of Default	<ul style="list-style-type: none"> -Present borrower -Present mortgagee -Reference # of original DOT
Appt. Trustee	<ul style="list-style-type: none"> -Present mortgagee -Reference # of original DOT
Foreign Charter	<ul style="list-style-type: none"> -Must be original or certified copy from the state it's coming from
Greenbelt Assessments	<ul style="list-style-type: none"> -Approved by tax assessor
Installment Deeds	<ul style="list-style-type: none"> -Property description, derivation clause -New owner name and address -Tax bill name and address -Map & parcel number -Oath of consideration -Maximum Principal Indebtedness for Tennessee recording Tax Purposes is \$ _____. -Trustee needed -Name of Seller -Name of Buyer
Liens	<ul style="list-style-type: none"> -Name of party placing lien -Name of property owner -Amount of lien

Limited Partnership	-Any partnership that was formed before 1985 does not go t to the Secretary of State for filing
Master Deeds & Master Deed Amend	-Must be approved by Property Mapping before recording -Check all exhibits
Military Discharge	-Member copy #4 only -No charge for recording or for certified copies -Give individual the option to remove their Social Security from the document *If they choose to do so, make a copy of the MD mark thru the SS# then scan
Modification Agreement	- If it modifies the amount, must state the 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 prepared date -Need original reference number
Mortgage	-Debtor name -Secured party name -Property description & current derivation clause -Maximum Principal Indebtedness for Tennessee Recording Tax Purposes is \$_____.
Notice of Completion	-Name of owner -Name of contractor/owner -Proper address/lot & subdivision -Date of completion
Notice of Federal Tax Lien	-Name and address of debtor & amount of debt
Notice of State Tax Lien	-Name and address of debtor & amount of debt
Partial Releases	-Name of Party being released -Reference Instrument number being released -Description of what is being released (Ex. Lt 1 Chase Point)
Power of Attorney	-Grantor and grantee names

Quitclaim Deed	<ul style="list-style-type: none"> -New owner name and address -Tax bill name and address -Map and parcel -Grantor and grantee names -Convey's interest only (no have and to hold language) Does not warrant title -Property description & current derivation clause -Oath of consideration may have \$0 or actual consideration
Release of Assignment Of Lease	<ul style="list-style-type: none"> -Reference instrument number being released -Assignor/Assignee
Releases of Lien	<ul style="list-style-type: none"> -Reference instrument number being released -Name of party being released
Restrictions	<ul style="list-style-type: none"> -Must be signed by the Developer -If a drawing is attached, must be approved by Property Mapping -TCA 66-27-107
Revocation of Power Of Attorney	<ul style="list-style-type: none"> -Person revoked -Reference number of original Power of Attorney(if applicable)
Scriveners Affidavit	<ul style="list-style-type: none"> -Reference number of instrument being corrected -Can attach an original document that has already been recorded -Borrower/Trustee/Lender or Seller/Buyer
Subdivision Plats	<ul style="list-style-type: none"> -Signature & dated of planning commission -Signature and seal of surveyor
Subordination Agreement	<ul style="list-style-type: none"> -Reference #'s of original DOT and the subordinate DOT -Subordinate Lender -Borrowers -Original Lender
Substitute Trustees Deed	<ul style="list-style-type: none"> -Original debtor -Reference number of original Deed of Trust -Oath of consideration -Grantor & Grantees names -New owner name & address -Tax bill name & address -Map & parcel number

Surveyor's Affidavit	<ul style="list-style-type: none"> -Name of Surveyor -Purpose of the Survey -Attached Survey -Reference instruments numbers associated with the survey
UCC1 Financing Statement	<ul style="list-style-type: none"> -Collateral to secure indebtedness -Debtor and secured party name and address -Maximum Principal Indebtedness for Tennessee recording Tax Purposes is \$_____ . If \$0.00 we require the reference number of where taxes were paid -Special form Revised Article 9 -Fixture filings must have: -Fixture Filing Box checked or the document must specify it should be filed as a Fixture in real estate records -Address of property where fixture is located
UCC Amendment	<ul style="list-style-type: none"> -Need Debtor/Secured Party -Reference number of original UCC & Amendments
UCC Assignment	<ul style="list-style-type: none"> -Need Debtor/Secured Party/Assigning Party -Reference number of original UCC & Amendments
UCC Continuation	<ul style="list-style-type: none"> -Need Debtor/Secured Party -Reference number of original UCC & Amendments -Continuations must have wording: "Exactly same collateral as prior debt, does not increase principal debt"
UCC Termination	<ul style="list-style-type: none"> -Need Debtor/Secured Party -Reference number of original UCC & Amendments Must refer to all subsequent documents
Warranty Deed	<ul style="list-style-type: none"> -Name and address of new owner -Tax bill name & address -Map and parcel number(s) -Oath of consideration -Property description & derivation clause -Buyer & Seller
Wills	<ul style="list-style-type: none"> -Certified copies from probate