

Register of Deeds Quick Reference Guide

TCA Codes

Name and Address of Preparer	66-24-115(a)(1)
Prior Book and Page Reference	66-24-110(a)
Parcel Identification Number from Property Assessor	66-24-122
Name and Address of Owner	66-24-114
Name and Address of Tax Payer	66-24-114
Document must be legible	66-24-101(b)
2 Witnesses for Original Signatures or notarized	66-22-101 & 66-22-115
Persons authorized to Notarize	66-22-102
E Files Allowed	66-24-101(d)
Plats for less than 5 acres to be signed	13-3-401 & 13-3-402
Plats for municipalities	13-4-301&302
Plats require signature & seal of surveyor	66-24-116
Data Processing Fee	8-21-1001
Electronic Filing Fee	8-21-1001(j)
Oath of Value Required	67-4-409(a)(6)(A)
Statement of Indebtedness	67-4-409(b)(5)(C)
Exemptions from Taxes	67-4-409

Quit Claim Deeds do not guarantee title. Therefore Department of Revenue states QCD can not contain the "To Have and To Hold" clause. If clause is in deed, taxes must be paid. This is based on an opinion given by the Tennessee Department of Revenue.

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Fees TCA 8-21-1001

Military Discharges	No Charge
Plats, Map, Survey	\$15.00
Charge for additional references	\$5.00
Charge per page in excess of two pages	\$5.00
Certified Copy of plat, map, or survey	\$5.00
Certified Copy of Documents (per page)	\$1.00

UCC Fees TCA 47-9-525

Recording a UCC Record	\$15.00
Plus per page in excess of 10 pages	\$0.50
Each Additional Name to index	\$15.00
Copy of UCC Record (per page)	\$1.00

Business Document Fees

Corporate Charters or related documents TCA 48-11-303	\$5.00
Per page in excess of five	\$0.50
Certificates of Limited Partnership TCA 61-2-206	\$5.00
Per page in excess of five	\$0.50
Limited Liability company documents TCA 48-204-101	\$5.00
Per page in excess of five	\$0.50

Taxes Collected

Issuing Receipt for State Taxes TCA67-4-409	\$1.00
Data Processing Fee TCA 8-21-1001	\$2.00
Mortgage Transfer Tax TCA 47-4-409	\$0.115 per \$100 over \$2,000
Transfer Tax TCA 47-4-409	\$0.37 per \$100
Exemptions from taxes	TCA 67-4-409