

State of Tennessee Administrative Recording Requirements:

Marital State: No

Trust State: Yes

Mortgage State: No

BASIC REQUIREMENTS:

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" maximum accepted

Margins:

- First page: 3" top; 3" bottom; 1" other sides
- Other pages: 1"

Print:

- Black ink/10 point font minimum

Preparer Info:

- Name & Address

Vesting:

- Trustee name must be listed
- No unique requirements

Marital Status:

- Not required

APN/PID Number:

- Not required

Witnesses:

- Two (2) witnesses required (if not acknowledged by notary)

Printed names:

- Required below all signatures

Legal:

- Include state, county, and municipality in 1st paragraph
- Must accompany all instruments
- Map and Parcel Number

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state Recording Requirements are subject to change at any time without notice.
Always verify requirements and fees with the appropriate recording office.

As of May 5, 2017

Notary:

- Date of Acknowledge
- Expiration of Notary
- Stamp or Seal

FORM REQUIREMENTS:

Deed:

- No form required
- Oath of Value (Consideration for Transfer)
- Legal Description (legible)
- Previous Recorded Information Required

Lost Affidavit:

- Accepted

Death certificate:

- No affidavit required

Power of attorney:

- Legal Description

COMMON REJECTION REASONS:

- Legal description missing/inadequate
- Maximum Principal Debt Amount missing
- Notary stamp/seal missing
- Derivation Clause incomplete/missing (see example attached)
- Trustee name missing

SPECIAL CHARACTERISTICS:

- Maximum Principal Debt must be listed on the first page
- Derivation Clause must be complete with prior recording information
- Robertson County will accept lost affidavits

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state Recording Requirements are subject to change at any time without notice.
Always verify requirements and fees with the appropriate recording office.

As of May 5, 2017



ADVANTAGE

TITLE, LLC

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state Recording Requirements are subject to change at any time without notice.
Always verify requirements and fees with the appropriate recording office.
As of May 5, 2017