

# POLK COUNTY REGISTER OF DEEDS

## Polk County Register of Deeds Requirements To Record Documents

1. Name and address of person or firm who prepared the document. The return to must be on the document and should match any enclosed pre-addressed envelopes.
2. Instrument should be dated.
3. Name and address of Grantee must be on any document conveying property.
4. Name and address of person or firm who should receive tax bills on any document conveying property.
5. Map and Parcel Number (on all documents conveying property) all property information can be found at <http://www.assessment.state.tn.us> property data website. (State of Tennessee)
6. Legal Description
7. Source of Title-state the last book and page, and the type of document by which the property was conveyed.
8. On assignments, releases, and amended or modified instruments, give the book and page of the source document.
9. All refiled documents should state, on the front page of the document, the reason for re-filing if filed in Wrong County first with their recording stamp ... must be original or certified copy from that county.
10. All corrected documents must be re-signed and re-acknowledged or be attached to scrivener's affidavit.
- 11 . Signatures of proper parties.
12. All signatures must be notarized.
13. Each notary acknowledgment must have:
  - a. Names of Parties who have signed document
  - b. Signature of Notary
  - c. Notary Seal - if required by state
  - d. Corporate or Individual acknowledgment
  - e. Date of Acknowledgement
  - f. Notary Expiration date-if required by state

14. Correct fees and Taxes

15. Any attachments or exhibits as called for in the document

The "Max Debt" Statement for any document concerning indebtedness should be stated as follows: "Maximum principal indebtedness for TN tax recording purposes is on amendments, assignments or modifications, enter an amount ONLY the amount of INCREASE if any. Any modification 60 days old is subject to a \$250 penalty in addition to the mortgage tax only in the event of an increase indebtedness.

16. Oath of consideration:

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 \_\_\_\_\_ 20\_\_ .

Affiant

Notary Public

My commission expires:

17. Signatures must be identical to the names shown and in the acknowledgement.

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