

Cynthia J. Jones
Macon County Register of Deeds

Nancy Carver
Deputy Clerk



Room 102
Macon County Courthouse
Lafayette, TN 37083

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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 refilled documents should state, on the front page of the document, the reason for re-filing.
10. All re-recorded documents must be re-signed and re-acknowledged.
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 call for in the document
16. 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.
17. 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: _____

18. Signatures must be identical to the names shown in the conveyance clause and the acknowledgement.
19. Please show the order in which you want your documents recorded
20. Documents submitted without a self-addressed, stamped envelope for return may be destroyed 90 days after the recording date.