



Document Bulletin for De Kalb County, TN

De Kalb County, TN is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- ½ inch margin at the top, with 3 x 5 area at top right for stamp.
- Letter and Legal sized documents accepted.
- Recording hours 8:00 AM to 4:00 PM CST (Cut Off) M-F.

Note: The Tennessee General Assembly passed a law affecting E-Filed documents. A "certification of electronic document" authenticity page is required per amendment ([SA0241](#)) to [SB0317](#) to be notarized and attached at the end of the document to be filed. For any L3 submitted documents this template page has been added by CSC and will need to be signed. For any L2 submitted documents a certification of electronic document (see example below) will have to be signed and sent with the original documents. Also, if this certification page is added to the end of the document and cannot fit on the document itself it will be considered an additional page to the submission and fees will apply.

For a sample of this certification see:

http://www.efileanytime.com/pages/pdf/efile_certification.pdf

Document Type	Required Fields
ABSTRACT OF TRUST	Requesting Company
ACKNOWLEDGMENT	Requesting Company Address
ADJUDICATION*-M	Mailing Name
AFFIANT	Mailing Address
AFFIDAVIT	Grantor
AFFIDAVIT OF AFFIXATION	Grantee
AFFIDAVIT OF HEIRSHIP	Certificate of Authenticity Attachment
AFFIDAVIT OF SCRIVENERS ERROR*B	
AGREED ORDER	*-T=Transfer Consideration
AGREEMENT*-M	*-M=Mortgage Consideration
AMENDMENT*-M	*-B=Both MRT and TRSF Considerations possible
ANSWER	
ASSIGNMENT	
ASSUMPTION*-M	
BILL OF SALE*-T	
BIRTH CERTIFICATE	
BOND	
BOUNDARY AGREEMENT	
BURIAL PLOT	
BY LAWS	
CABLE NOTICE*-M	
CANCELLATION	

<p>CANCELLATION OF RELEASE CEMETERY DEED CERTIFICATE CERTIFICATE OF FITNESS CERTIFICATE OF SALE CERTIFICATE OF TRUST CERTIFICATION*-T CHARTER CHARTER AMENDMENT CHARTER TERMINATION CHATTEL MORTGAG*-M Child Support Lien COLLATERAL SUBSTITUTION COMM REPORT*-T COMPLAINT CONTRACT*-M CORRECTED TRUST DEED*-M declaration of abandonment DECLARATION OF TAKING DECLARATION OF TRUST DECREE CONFIRMING SALE DEED*-T DEED OF CORRECTION*-T DISCHARGE DISCLAIMER DISSOLUTION EASEMENT*-T ENCROACHMENT FEDERAL TAX LIEN FEDERAL TAX LIEN PARTIAL RELEA FEDERAL TAX LIEN RELEASE FINAL ORDER FIXTURE FILING*-M FIXTURE FILING AMENDMENT*-M FIXTURE FILING ASSIGNMENT FIXTURE FILING CONTINUATION FIXTURE FILING PARTIAL RELEASE FIXTURE FILING RELEASE GRANT NOTE GREENBELT HOUSE BILL*-M INDENTURE INSTALLMENT DEED*-B INSTALLMENT NOTE IRREVOCABLE TRUST LAND SALES CONTRACT-M LEASE LEASE AGREEMENT LEASE TERMINATION LETTER OF ADMINISTRATION LETTER OF CONSERVATORSHIP LICENSE*-M LIEN LIMITED LIABILITY LIMITED LIABILITY TERMINATION LIMITED PARTNERSHIP LIS PENDENS LIVING TRUST MARRIAGE CERTIFICATE MARRIAGE CONTRACT MASTER FORM OF MORTGAGE*M MEMORANDUM*-M MEMORANDUM OF TRUST</p>	
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MERGER
METHAMPHETAMINE LAB
QUARANTINE
MISCELLANEOUS RECEIPT
MODIFICATION*-M
MORTGAGE RIDER
NOTARY CORRECTION
NOTE*-M
NOTICE*-M
NOTICE AND ORDER OF QUARANTINE
NOTICE OF COMPLETION
OPINION
OPTION TO PURCHASE*-M
ORDER
ORDINANCE*-T
PARTIAL RELEASE
PARTITION DEED*-B
PATENT
PETITION
POWER OF ATTORNEY
PROMISSORY NOTE*-M
PROOF OF PUBLICATION
PROPERTY SCHEDULE
PURCHASE OPTION
QUITCLAIM DEED*-T
RATIFICATION
RECONVEYANCE
REINSTATEMENT OF TRUST DEED
RELEASE
RELEASE OF RIGHT OF WAY
RESIGNATION*-M
RESOLUTION*-M
RESTRICTIONS
REVOCABLE TRUST
REVOCATION*-M
RIGHT OF WAY DEED
SEVERENCE AGR*-M
SEVERENCE AGREE*-M
SEWAGE AGR*-T
STATE TAX LIEN
STATE TAX LIEN PARTIAL RELEASE
STATE TAX LIEN RELEASE
STATEMENT*-M
SUB AGREEMENT*-M
SUBLEASE
SUBORDINATION AGREEMENT
SUBSTITUTE TRUSTEE
SURVEY
TAX REDEMPTION
TAX ROLLS
TIMBER DEED*-T
TRUST*-T
TRUST AGREEMENT
TRUST DEED*-M
TRUST DEED AMENDMENT*-M
TRUSTEE DEED*-T
UCC
UCC AMENDMENT*-M
UCC ASSIGNMENT*-M
UCC COLLATERAL RELEASE
UCC CONTINUATION
UCC TERMINATION
UNKNOWN 519*-T

WAIVER WARRANTY DEED*-T WATER RIGHTS WILL	
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Certification of Electronic Document

I, _____, do hereby make oath that I am a licensed attorney and/or the custodian of the electronic version of the attached document tendered for registration herewith and that this is a true and correct copy of the original document executed and authenticated according to law.

Signature

State of _____

County of _____

Personally appeared before me, _____, a notary public for this county and state, (name of person making certification) who acknowledges that this certification of an electronic document is true and correct and whose signature I have witnessed.

Notary's Signature

MY COMMISSION EXPIRES: _____.

Notary's Seal (If on paper)