It’s Howdy Doody Time!!

Welcome
Debbie Tittle,
Unicoi County
Register of Deeds

Your Old Howdy Doodiers

Timothy W Shelton – Anderson
Johnny Reed – Bedford
Sonya Volz – Benton
Phyllis Crisp – Blount
Dina Swafford – Bradley
Sandy Hollandsworth – Cannon
Natalie Porter – Carroll
Jarrod Ellis - Carter
Doris Ethridge – Chester
Kimberly Reese – Claiborne
Brenda Browning – Clay
Mark McClaha – Cooke
Donna Toney – Coffee
Alan Castellaw - Crockett

Karen Johnson – Davidson
Regina Tilman – Decatur
Shelly Yates – Dickson
Danny Fowlkes – Dyer
Eddie Partin – Fayette
Patricia Slaven – Fentress
Denise Marshall – Franklin
Barbara Davidson – Gibson
Tammy Helton – Giles
Rick Diamond – Grainger
Gayle Vanhooser – Grundy
Jim Clawson – Hamilton
Marc Gravitt – Hamilton
Jamie Lamb – Hancock

Lily Barnes – Hardeman
Julie Gail Adkisson – Hardin
Judy Kirkpatrick – Hawkins
Doug Bartholomew – Henderson
Pam Martin – Henry
Angie Luskeet – Hickman
Jan Davis – Humphreys
Ed Stiner – Jefferson
Freda Gwinn – Johnson
Nick McBride – Knox
Greg Summar – Lauderdale
Terra Dickey – Lawrence
Cheryl Staggs – Lewis
Randy Delap - Lincoln

Cynthia Jones – Macon
Angie Byers – Madison
Debbie Pittman – Marion
D.W. Weaver – Marshall
John Fleming – Maury
Cheryl Ingram – McMinn
Brian Dickey – McNairy
Kim Bivens – Monroe
Pam Wells – Moore
Sandy Dalton – Morgan
Cheryl Reddin – Obion
Letitia McCurdy – Pickett
Teresa Hulgan – Rhea
Sharon Brackett – Robertson
Your Old Howdy Doodiers

Heather Dawbarn – Rutherford
Ashley Richardson – Scott
Kendra Boyd – Sequatchie
Cyndi Pickel – Sevier
Jerri Vaden-Malone – Smith
Derek Earhart – Stewart
Sheena Tinsley – Sullivan
Claudia Peeler – Tipton
Candice Hall – Trousdale
Debbie Tittle – Unicoi
April Shockley – Van Buren
Wes Williams – Warren
Teresa Bowman – Washington
Tyler Strait – Wayne
April Jones – Weakley
Sherry Anderson – Williamson
Jackie Murphy – Wilson

What’s a Wake-Up Call?

Gayle VanHooser
Grundy County
What’s a Wake-Up Call?

Tennessee Register’s Association Past Presidents

Presenters:
- Julie Gail Adkisson, Hardin
- Phyllis Crisp, Blount
- Gayle VanHooser, Grundy
- Tim Shelton, Anderson
- Claudia Peeler, Tipton
- Randy Delap, Lincoln

Tennessee Registers Association Past Presidents

Presenters:
- Brian Dickey, McNairy
- Sheena Tinsley, Sullivan
- Natalie Porter, Carroll
- Nick McBride, Knox
- Debbie Tittle, Unicoi
What is COAT?

Brian Dickey  
McNairy County  
County Official  
Association Tennessee  
President

What is TRA?

Nick McBride  
Knox County  
Tennessee Registers Association  
President

Regional Registers Associations

Pam Martin  
Henry County  
West Tennessee

Shelly Yates  
Dickson County  
Middle Tennessee

Ashley Riseden  
Scott County  
East Tennessee
First Things First!
Welcome to Orientation Hosted by CTAS!
What is CTAS???

Who’s Your CTAS Field Representative?

CTAS County Technical Assistance Service
County Officials Orientation Program

Who’s Your CTAS Field Representative?

CTAS County Technical Assistance Service
County Officials Orientation Program

CTAS County Technical Assistance Service
Country Government Consultants

Rick Hall
Region 1

Kaley Walker
Region 2

Heather Duncan
Region 3

Ben Rodgers
Region 4
Who’s Your CTAS Field Representative?

Melissa Kelton
Region 5

Wesley Robertson
Region 6

Kelsey Schweitzer
Region 7

Mike Galey
Region 8

County Officials Orientation Program

Now That You Are Elected

\textbf{NOW IS A GOOD TIME TO GET ACQUAINTED WITH:}

Fellow Officials

County Attorney

Your New Staff

County Commission Chairman

Registers in Neighboring Counties

County Officials Orientation Program

Let’s Go!

1. Visit your office if possible
2. Introduce yourself to your staff
3. Obtain County Policy & Familiarize
4. Make it yours – Create office policies & procedures
5. Design your letterhead and business cards
6. Friend Tennessee Register of Deeds on Facebook

County Officials Orientation Program
It's Here!

Swear In

1. TN Constitution, Article X, Section 1
2. Administered by Mayor, County Clerk, or Judge of any court, retired sessions Judge, State Senators or Representatives (TCA 8-18-109(b) & TCA 3-1-105)
3. Certificates filed in office of County Clerk (TCA 8-18-110)
4. Invite Family & Friends to Ceremony!!

Get Bonded

1. Required by law (TCA 8-19-111, 8-19-101, 8-19-301)
2. Approved by the County Legislative Body
3. Recorded in Register’s Office
4. Recorded Bonds given to County Clerk for safekeeping
5. Official bonds of officers, which must be transmitted to County Clerk for filing within 40 days of election or 20 days after term of office begins; all other bonds best be filed in proper office within 30 days after the election or within 10 after the term of office begins. (TCA 8-19-115)
6. Some Counties now have Insurance rather than bonds!

Duties

Bonds . . . . .

- CTAS | County Technical Assistance Service
- County Officials Orientation Program

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- CTAS | County Technical Assistance Service
- County Officials Orientation Program
Compensation . . . .

1. Set by Statute (TCA 8-24-102)
2. According to population (see next slide)
3. Be a **Certified Public Official** and earn incentive pay!

Which One Are You?

<table>
<thead>
<tr>
<th>Population Class</th>
<th>FY 2023 Minimum Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>45000-49999</td>
<td>$141,075.00</td>
</tr>
<tr>
<td>500,000-999,999</td>
<td>$131,081.00</td>
</tr>
<tr>
<td>600,000-699,999</td>
<td>$139,557.00</td>
</tr>
<tr>
<td>750,000-899,999</td>
<td>$149,573.00</td>
</tr>
<tr>
<td>1,000,000-1,499,999</td>
<td>$157,275.00</td>
</tr>
</tbody>
</table>

Salary Agreements

1. **Letter of Agreement** (TCA 8-20-101)
2. File within **30 days** after taking office (30 days after budget adoption for incumbents)
3. **Non agreement** (TCA 8-20-101) Petition must be filed within **30 days** after the final adoption of a budget by the county.
Which One Are You?

1. All Registers are fee officials
2. If you pay your deputies and other expenses from your bank account, you are considered under the fee system.
3. If you turn your revenue over monthly to the trustee, you are considered under the budgetary or salary system.

Register’s Do What?

The primary function of the register is to make and preserve a record of instruments required by law to be filed or recorded, including but not limited to:

(See next slide!!)

Types of Instruments

Deeds, powers of attorney, deeds of trust, mortgages, liens, contracts, plats, leases, judgments, wills, court orders, military discharges, records under Uniform Commercial Code (primarily fixture filings), And other types of documents (TCA 66-24-101)
Why Record Documents?

1. Recorded records provide public notice of property ownership, liens, contracts and other transactions that affect the public interest.
2. Records and papers in the Register’s office, located in the county seat, must remain in the register’s office or other suitable facility.
   (TCA 8-13-106, 107)

How Do I Know What’s Required?

Each document has certain statutory requirements. A few basic ones are:
1. Legibility/Language (TCA 66-24-101(a))
2. Authentication/Acknowledgment (TCA 66-22-101)
3. Name and Address of Owner & Taxpayer (TCA 66-24-114)
4. Name and Address of Preparer (TCA 66-24-115)
5. Parcel Identification Number (TCA 66-24-122)
6. Payment of Transfer & Mortgage Tax (TCA 67-4-409)
   CTAS to discuss in further detail later in program
How Do I Record a Document?

1. Examine for statutory requirements.
2. Collect appropriate fees
3. Collect State Transfer & Mortgage Tax if applicable
4. Image or copy
5. Index
6. Place in registry

What’s Not Required?

Your Opinion!!!

Deeds may meet statutory requirements and yet contain defects in draftsmanship which would make the deed functionally inoperative.

Electronic Records

Presented Later by Kristy Brown

1. If a document meets all statutory requirements for recording, in lieu of the original, an electronic version may be recorded.
2. Must be in accordance with the Electronic Transactions Act (TCA 47-10-101 through 47-10-123)
3. Must be certified by licensed attorney or other custodian of the record must certify and properly acknowledged.
Electronic Records
Presented Later by Kristy Brown

Cont’d
4. Register may specify whether copy to be registered shall be in paper or electronic form.
5. The certification of electronic document shall be notarized and shall substantially follow the form prescribed in statute (TCA 66-24-101(d)).
6. Upon County legislative body approval, can charge $2.00 filing fee (TCA 8-21-1001(j)). **Documents filed by federal, state and local governmental entities are exempt from this fee.

UCC Records
Presented Later by Kristy Brown

1. Uniform Commercial Code (UCC) records do not have to be acknowledged in order to be filed.
2. Maximum Principal Indebtedness statement must appear for mortgage tax application.
3. All fees must be paid before can be accepted for recording.

Plats
Presented Later by Kristy Brown

1. Major road plan filed in your office? If yes, register cannot file for record or record a plat of a subdivision unless approved by Planning Commission (TCA 13-3-402).
2. Plats or replats of certain subdivisions of real estate require particular endorsements prior to recording. (TCA 13-3-402).
3. Municipalities must have on file a major street plan.
4. What is a subdivision of land? A division of a tract of land into 2 or more lots, or other divisions requiring new streets or utility construction; or any division of less than 5 acres. (TCA 13-3-401)

5. Must have signature and seal of surveyor (TCA 66-24-116)

6. Deed Book & Page Number (TCA 13-3-402)
   Not applicable to plats approved by municipal planning commissions.

7. Must be signed by Planning Commission (TCA 13-4-301-302)
   *Marion County see (TCA 13-4-301)*

   See also (TCA 66-27-309).

9. Always nice to have a working relationship with your county planning office or regional planner.

Fees & Frees
See chart in your CTAS reference book!
Free recordings examples:
1. Military Discharges (Not a Public Record!)
   Sequestered for 75 years from the date they are recorded. (TCA 10-7-513)

2. County Growth Plans

3. Meth Quarantines
Take It To The Bank!

- Registers must issue receipts, consecutively numbered and retain a duplicate in office. (TCA 9-2-103 & 104)
- All registers are required to maintain an official bank account in a bank within this state.
- Deposit all public funds received into an official bank account within 3 days of receipt of the funds.
- Disbursements are made by pre-numbered checks.
- Obtain safety deposit box if necessary.

Taxes

1. Deeds of conveyance and documents evidencing an indebtedness are taxable.
2. The taxes collected are turned over to the Tennessee Department of Revenue by the 15th of every month.
3. The county retains 2.4% of the collected revenue.

CTAS to discuss in further detail later in program.

Tax Exemptions

1. Federal, State and Local Government entities are the most common.
2. Refer to the list in your manual.
1. Registers serve as ex-officio members
2. You can appoint a designee to serve in your stead.
3. See CTAS e-Li for retention schedules
   https://www.ctas.tennessee.edu/eli
4. You are the custodian of your records!

Memberships!
1. Tennessee Register of Deeds Association
2. Regional Registers Association
3. County Officials Association
4. Property Records Industry Association
5. National Association of Government Archives and Records Administration

Customer Service!
With Love, from our House to your House!
https://www.youtube.com/watch?v=masJ95e1Ay
Just remember ... People will forget what you said, people will forget what you did, but people will never forget how you made them feel.

Hope you enjoyed the presentation as much as we enjoyed preparing it!

God Bless.

Debbie Tittle & Jaime Foss
Unicoi Register’s Office