

# Davidson Co. Register of Deeds - Public Access

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## **I) Introduction**

The design of the *Public Access System* allows the public users to access the computerized recording system. This system is uniquely helpful because it lets you start with whatever information you may already have about a deed or record and facilitates your search for the instrument itself.

The *Public Access System* provides an easy to use “point and click” interface. The user may perform searches, view data, and have records printed through the print center.

This guide explains how to use the various search methods including:

- Name/Organization
- Real Estate
- UCC
- Miscellaneous
- Legal Description
- Cross Reference

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## II) Application Design

The user can have access to the basic functions of the system through the options shown on the buttons in the *Public Access* menu screen. Each button allows you to search the database from a different perspective. However, the **Name/Organization** button is typically the option that the majority of people will use.



This screen represents your access window. From here, you can begin a search on the instruments of your county. Select your search method by clicking on the appropriate button.

If you are unsure of what a particular command-button does or what a particular function is meant to do, you can point at an object and read the *Status Bar* on the lower left bottom of the screen. The right side of the status bar will identify the user, (that is ...if you have identified yourself by setting up a session).

The five command buttons on the bottom of the screen will enable the user to do the following:

1. The **Exit** command button will exit the application. This button will work only for authorized users.
2. The **Printing** command button allows you to set up a print session. This is a computer term that basically means that instead of having to search and print each instrument, you can search and save several instruments and then group them all

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together as one print job. What is particularly useful about these sessions is that they can be saved if you need to stop and take a break from your search. When you save your session, you give it a unique name and when you return, you click on **Printing**, enter the session name, and resume the session.

3. The **Options** command button displays the public access user preference screen. This screen enables the user to customize the screen display as it conducts the search. The user can customize the column display, the date format, the way the system will sort through the dates displayed (in ascending or descending order), the number of search results to display, and the option to reset the search parameters.
4. The **Reset** command button will set the Public Access display values, back to the systems' original default values.
5. **Clear Print** saves and clears a previous print session that was left on the computer or will clear the current user.

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## III) Name or Organization Search

If you click on the **Name/Organization** button, you will pull up the screen below. Before the system can perform the search for you, you have to tell it what you are looking for. You can do this by keying in the information pertinent to the specific fields.

The screenshot shows a search interface with three main sections: 'Individual or Organization Name', 'Instrument Types', and 'Limit by Date Recorded'. The 'Individual or Organization Name' section includes input fields for 'Name', 'First', and 'Other', along with checkboxes for 'exact match' and 'sounds like'. Below this is a section to 'Check where to look for the name' with options for 'Anywhere', 'From' (grantor), and 'To' (grantee). The 'Instrument Types' section allows selecting 'All Instrument Types', 'Real Estate', 'UCC (Uniform Commercial Code)', and 'Miscellaneous'. The 'Limit by Date Recorded' section has fields for 'Recorded After' and 'Recorded Before' with year, month, and day inputs. At the bottom are 'Clear', 'Search', and 'Menu' buttons.

The more information (criteria) you enter, the more specific your search results will be. If you enter inaccurate criteria, you will not locate your instruments. Begin by entering a small amount of information then narrow the search as needed. As you enter your criteria, you can press **Tab** to move to the next field. You can also use the mouse to click on the next field.

**Note:** Resist the temptation to press **Enter** until after you have filled in as many fields as you wish, as **Enter** will begin your search.

After you have entered as much information as you wish, click on **Search** or press **Enter** to see your results. In our example, type in *bachman* in the **Name/Organization** field. Either click on **Search** or press the **Enter** key on your keyboard.

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The following table explains what each of the fields represents:

Field	Description
<b>Name</b>	Enter the person's last name or organization's name.
<b>First</b>	Enter the person's first name, where applicable. If you're searching for an organization, this field does not apply.
<b>Other First</b>	Enter the name that they may use as first name, but may not be the individual's birth name. i.e., nickname or middle name
<b>Exact Match</b>	Check this if you are certain that the first and last names you have entered (or the organization name) is exactly correct.
<b>Sounds like</b>	This can be used to perform searches where you do not know the exact name but you know what the name "sounds like."
<b>Check where to look for the name</b>	<ul style="list-style-type: none"> <li>• Selecting <b>Anywhere</b> will check all of the lists.</li> <li>• Select <b>"From" (grantor, debtor...)</b> <b>ONLY</b> if the name you have entered is a grantor or debtor.</li> <li>• Select <b>"To" (grantee, secured party...)</b> <b>ONLY</b> if the name you have entered is a grantee or secured party.</li> </ul>
<b>All Instrument Types</b>	<b>All Instrument Types:</b> Use this box only when you do not have enough information to check other boxes. Selecting this will search a very large number of fields. By entering a value in multiple boxes, you will achieve a more specific search. Specific searches are better searches. Therefore, whenever possible, you should select all boxes that apply rather than selecting the <b>All Instrument Types</b> box.

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<p><b>Limit by Date Recorded</b></p>	<ul style="list-style-type: none"><li>• <b>Recorded After:</b> Enter the appropriate or approximate information. Obviously the narrower the time span, the more specific the search.<ul style="list-style-type: none"><li>▪ <b>Year:</b> Press <b>Tab</b> after entering the four-digit year.</li><li>• <b>Month:</b> Use the drop down list to select the specific month if possible or select the <i>any month</i> option.</li><li>• <b>Day:</b> Enter the two-digit day. If the date is only one digit as in the example “1”, enter “01”.</li></ul></li><li>• <b>Recorded before:</b> Enter the appropriate or approximate information. Obviously the narrower the time span, the more specific the search.<ul style="list-style-type: none"><li>• <b>Year:</b> Press <b>Tab</b> after entering the four-digit year.</li><li>• <b>Month:</b> Use the drop down list to select the specific month if possible or select the <i>any month</i> option.</li><li>• <b>Day:</b> Enter the two-digit day. If the date is only one digit as in the example “1”, enter “01”.</li></ul></li></ul>
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## IV) Results Screen for the Search

Once you've executed your search (regardless of the type of search it was), you'll get a *Results* window. You will notice that it presents as a grid in a column and row format. Sometimes there are more instruments than you can see on one screen. If this is the case, you can click on the **Down Arrow** on the scroll bar at the right of the grid to scroll down to see more records (you can also press **Page Down** on your keyboard). If you want to read more of the column headings, you can click on the **Right Arrow** on the scroll bar at the bottom of the grid to scroll over to more information. You will notice that all the names start with *bailey*.

Results of a Name or Organization Search (4 matches found)

	Name	First Middle	Role	Other Party	Instr Type	Short Legal	Instrument ID
1	BAILEY	ETHYLENE	grantee	BAILEY, DETHYLENE ADMINISTRATRIX	DEEDWARR	* Sub: MIDWAY BI: PART 23	199912060300031
2	BAILEY	ETHYLENE	grantor	EDUCATORS CREDIT UNION	DOT	* Sub: MIDWAY BI: PART 23	199912060300032
3	BAILEY	ETHYLENE ADMINISTRATRIX	grantor	BAILEY, DETHYLENE	DEEDWARR	* Sub: MIDWAY BI: PART 23	199912060300031
4	BAILEYS	ETHYLENE ADMINISTRATRIX	grantor	CONNOR, DCHARLES MRS	ORDER	* St: 1128 32ND AVENUE NORTH	199912060300029

Save Print    Print Grid    Cross Ref    More Data    Image    Search    Menu

Double-click on a particular column heading to sort your search results using that column.    User: none

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From your search result screen, you have these options:

- You may double click on any column heading to sort your search results. This can be extremely handy if you have a large group of results and might only be interested in a certain date.

Instrument ID
199708180000089
199708180000090
199708180000091
199708180000092
199708180000093
199708180000094
199708180000095
199708180000096
199708180000097

- To sort your results by **Instrument ID**, double click in that column heading, and your results will list from the lowest to the highest instrument number.
- To sort by role, double click in the **Role** column. Your results will sort by role and alphabetically, at that.

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## Notes:

- You may sort by double clicking for any column heading: **Instrument Type**, **Date**, **First/Middle**, **Pages**, etc.
- The default listing of results is alphabetically by **Name**, so unless you have been sorting by another category, you will not need to double click to view your list in this way.
- Click on **Save Print** to save this for a print job. If you click on this, you'll be prompted to create and save a session.
- Click on **Print Grid** to save a print job of the grid that is being displayed. If you click on this, you'll be prompted to create and save a session as well.
- Click on **Cross Ref** to see any instruments that are related the document that is currently highlighted.
- Click on **More Data** to look at any additional data about the instrument that you have currently selected on the results grid.
- Click on **Image** to call up the actual instrument in a viewer so that you can review it on your screen.
- Click on **Search** if your results are too broad or too narrow. The system will send you back to the original search screen so that you can modify your criteria and search again.
- Click on **Menu** to return to the *Public Access* menu.

We will look at each of these to show you how to conduct the most effective search. You will likely want to visit **Cross Ref**, **More Data** and/or **Image** before you **Save Print**, so that is where we will start.

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## ➤ Cross Ref

This option allows you to view any cross-references for an instrument on the results grid. The computer will display all documents that reference the instrument ID being accessed. (This feature pertains to all documents with marginal notations recorded from 12/6/99 to present.)

Not all instruments listed may have cross-referenced instruments. If a cross-reference is available for the instrument, the cross-references will display on the screen.

Results of a Cross-Reference Request on Instrument 199912060300031

	Name	First Middle	Instr. Type	Short Legal	Instrument ID	Pages	Book/Page	Date	Ver	Marginal
1	BAILEY ETHYLENE ADMINISTRATRIK		DEEDWARR *	Sub: MIDWAY Bl: PART 23	199912060300031	3		1999.12.06	Y	
2	BAILEY ETHYLENE		DEEDWARR *	Sub: MIDWAY Bl: PART 23	199912060300031	3		1999.12.06	Y	
3	HENRY THOMAS WENDELL ESTATE		DEEDWARR *	Sub: MIDWAY Bl: PART 23	199912060300031	3		1999.12.06	Y	

Save Print    Print Grid    More Data    Image    Return    Menu

Display additional text data for the document selected from the table.    User : none

## ➤ From your cross-reference result grid, you can:

- Click on **Save Print** to save this for a print job. If you click on this, you will be prompted to create and save a session.
- Click on **Print Grid** to save a print job of the grid that is being displayed. As in *Save Print*, you will be prompted to create and save a session.
- Click on **More Data** to view more information in regards to the instrument that you are searching. You will be able to view individual Names or Organizations, Instrument Dates, Numbers, and Descriptions. You will view a description in Detail and see that you have the option to do the one of the following functions each time that you click on that particular command-button: To Save Print, to go back to the Previous

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Document, or to move forward to the Next Document, to view the Image of the document, to view Results, or to view the main Menu again.

- Click on **Image** to view up the actual instrument.
- Click on **Return** to exit to the *Results* window.
- Click on **Menu** to return to the *Public Access Menu*.

## ➤ **More Data**

This option allows you to read all of the pertinent information collected about the instrument on a form rather than on the *Result Grid*. This information may also be viewed by scrolling to the right on the *Results Grid*.

### **From here, you can:**

- Click on **Save Print** to save this for a print job. If you click on this, you'll be prompted to create and save a session.
- Click on **Previous Doc** to look at the details of the previous instrument listed on the result grid.
- Click on **Next Doc** to look at the details of the next instrument listed on the grid.
- Click on **Image** to call up the actual instrument in a viewer so you can look it directly on the screen.
- Click on **Cross Ref** to see any cross-references for the instrument you have currently selected on the grid.
- Click on **Results** to return to the *Results* window.
- Click on **Search** if your results are too broad or too narrow. You can modify your criteria and search again.
- Click on **Menu** to return to the *Public Access Menu*.

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## ➤ Image

If you click on the **Image** button, you can call up the actual instrument in the viewer and look at it.

The screenshot displays a web-based document viewer interface. At the top, it shows 'Instrument Image Display', 'Match 1 of 1', and 'Page 1 of 8'. The main content area contains a scanned document with handwritten text 'COUNTY 13582212' and '73702'. Below this, the document text is as follows:

**RECORDATION REQUESTED BY:**  
NBC  
Equity Servicing Center  
309 Monroe  
Memphis, TN 38103

**WHEN RECORDED MAIL TO:**  
NBC  
Equity Servicing Center  
309 Monroe  
Memphis, TN 38103

**SEND TAX NOTICES TO:**  
ROBERT R DEAN  
191 BONNAFIELD DR  
HERMITAGE, TN 37076

**OWNER:**  
ROBERT R DEAN  
191 BONNAFIELD DR  
HERMITAGE, TN 37076

SPACE ABOVE THIS LINE IS FOR RECORDER'S USE ONLY

**This Deed of Trust prepared by:**  
Name: CRAIG DISMUKE  
Address: 309 Monroe  
City, State, ZIP: Memphis, Tn. 38103

The interface includes several control panels:

- Adjust Image:** Fill Screen, Whole Page, Rotate Left, Flip, Zoom In, Zoom Out.
- Page Turning:** First, Last, Previous, Next, Signature, Description.
- Bottom Panel:** Print All, Print Page, Print Range, Prev Doc, Next Doc, Cross Ref, Return, Menu.

At the bottom, it shows 'Saves ALL PAGES of this document for printing.' and 'User: none'.

There are three sets of command buttons, (two sets on the left side and another set along the bottom of the screen)

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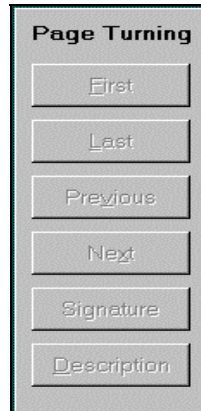
- The image display screen gives options to adjust or modify the image on the screen.



- **Fill Screen** returns the image to its original size in the viewer.
- **Whole Page** makes the image smaller so you can see the entire page.
- **Rotate Left** and **Rotate Right** will rotate the image to the left or right in the viewer window.
- **Zoom In** and **Zoom Out** will zoom in to magnify the image so you can see it better or zoom out to give you perspective. You can also use the mouse to draw a rubberband around an area on the instrument to blow it up in the viewer to take a better look.

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## ➤ More Buttons!



- The **Page Turning** options let you navigate through the pages of the instrument.
- **First** and **Last** move you, respectively, to the first or last page of the instrument.
- **Next** and **Previous** move you one page at a time through the instrument. You can tell what page you're on by looking at the top of the viewer window.
- **Signature** moves you to the page on which the signature is located.
- **Description** takes you to the page where the description of the document lives.

### **Note:**

The **Signature** and **Description** features apply to all documents recorded from 12/6/99 to present.

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➤ The bottom of the screen offers these command-buttons:



- Click on **Print All** to save this for a print job. If you click on this, you'll be prompted to create and save a session.
- Click on **Print Page** to print the page of the instrument currently viewed.
- Click on **Print Range** to print out a range of pages of this instrument, i.e., print pages 2 to 4 or zoomed in selection.
- Click on **Previous Doc** to look at the details of the previous instrument listed on the results grid.
- Click on **Next Doc** to look at the details of the next instrument listed on the results grid. If you see a message like the one below, it means the next instrument is not yet available for viewing.



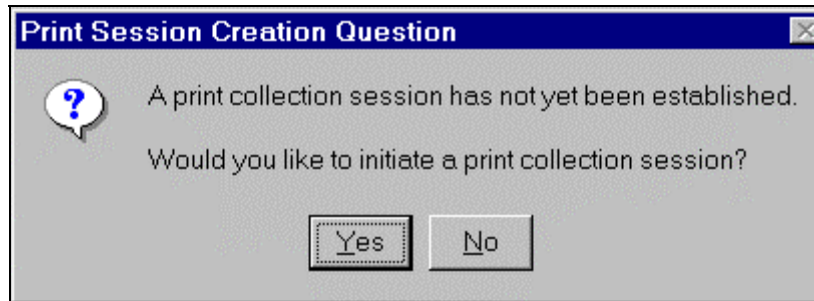
- Click on **Cross Ref** if you want to see any cross-references for the current instrument.
- Click on **Return** to return to the *Results* window.
- Click on **Menu** to return to the *Public Access Menu*.

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## ➤ Save Print

If you decide to print the current instrument, click on the **Save Print** command-button.

Upon doing so, you will receive this prompt:



If you click on **Yes**, you can create a print session.

If you click on **No**, you can search for other instruments, but you cannot print them out.

We're going to assume that you'll want to print out your instruments. If you turn the page, you can continue this process.

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## V) Printing Your Instruments

The screenshot shows a web interface titled "Public Access Document Printing Menu". At the top, it says "Davidson County Recorder's Public Access Workstation". Below the title, there are three fields: "Current User:" with the value "Jindi", "Selections Saved:" with the value "0", and "Total Cost:" with the value "\$0.00". There are six buttons with corresponding descriptions:

- Begin**: Begin a new session of collecting documents for printing.
- Review List**: Display a list of the selections that have been saved for printing.
- Print Now**: Send saved selections to the Micrographics Department for printing.
- Save Session**: Save the current document collection session for printing later today or tomorrow.
- Resume Session**: Resume a document collection session that was started within the last 48 hours.
- Return to Search Results Screen**: A button at the bottom of the menu.

At the bottom of the screen, there is a small text box that says "Returns control to the screen you were using before the print menu was displayed."

As you search for your instruments, you can begin to compile a list of the ones that you may want to print out. While this screen might look a little intimidating at first, it gets easier the more you use it. The goal is to create a print session.

### ➤ **With this form, you can:**

- Click on **Begin** to create a session to save instruments for printing.
- Click on **Review List** to review the list of instruments you have saved.
- Click on **Print Now** to print whatever documents you have saved in your session. This sends the print job to the printer or print queue.
- Click on **Fax Now** to fax saved selections to the destination of your choice. (Not available at this time)
- Click on **Save Session** to save your work. This allows you to leave your session and return later.
- Click on **Resume Session** to pick up where you left off in your session.

You can visit this screen as soon as you enter the *Public Access Menu* if you click on **Printing**. This begins a session and saves your work as you go.

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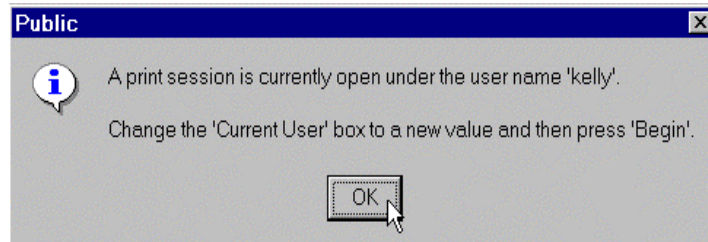
## How to save a session:

1. In the **Current User** field, enter a unique name or identifier for your session. This name can be up to 15 characters, with or without spaces.



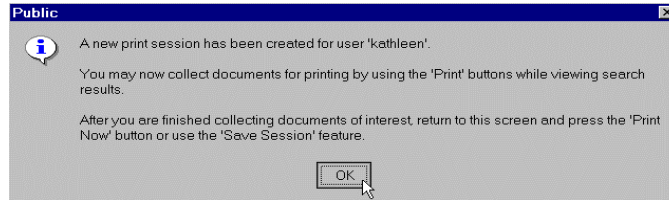
The screenshot shows the 'Public Access Document Printing Menu' interface. At the top, it says 'Davidson County Recorder's Public Access Workstation'. Below that, the title 'Public Access Document Printing Menu' is centered. There are three input fields: 'Current User' with the value 'Jodi', 'Selections Saved' with the value '0', and 'Total Cost' with the value '\$0.00'. Below these fields are five buttons with descriptions: 'Begin' (Begin a new session of collecting documents for printing), 'Review List' (Display a list of the selections that have been saved for printing), 'Print Now' (Send saved selections to the Micrographics Department for printing), 'Save Session' (Save the current document collection session for printing later today or tomorrow), and 'Resume Session' (Resume a document collection session that was started within the last 48 hours). At the bottom, there is a 'Return to Search Results Screen' button. A small status bar at the very bottom says 'Begin will start a new print collection session.'

2. Click on **Begin**. You will see this message box that is informing you that the session is in place. Click **OK** to continue.

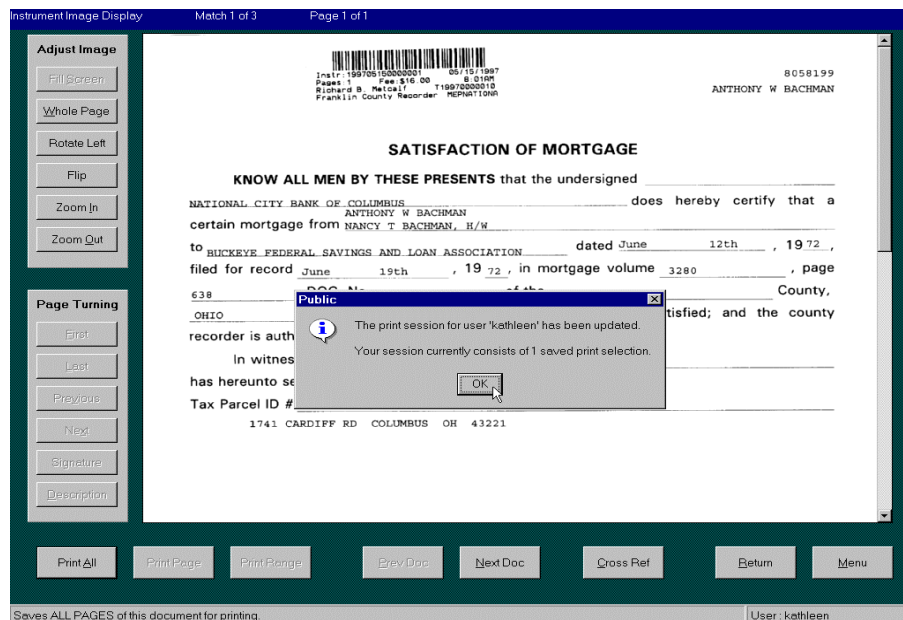


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- Originally, I had planned to use my last name; however, I could see that “*Kelly*” was already in use, so I went with my first name. I simply clicked on the **OK** button and keyed in “*Kathleen.*”

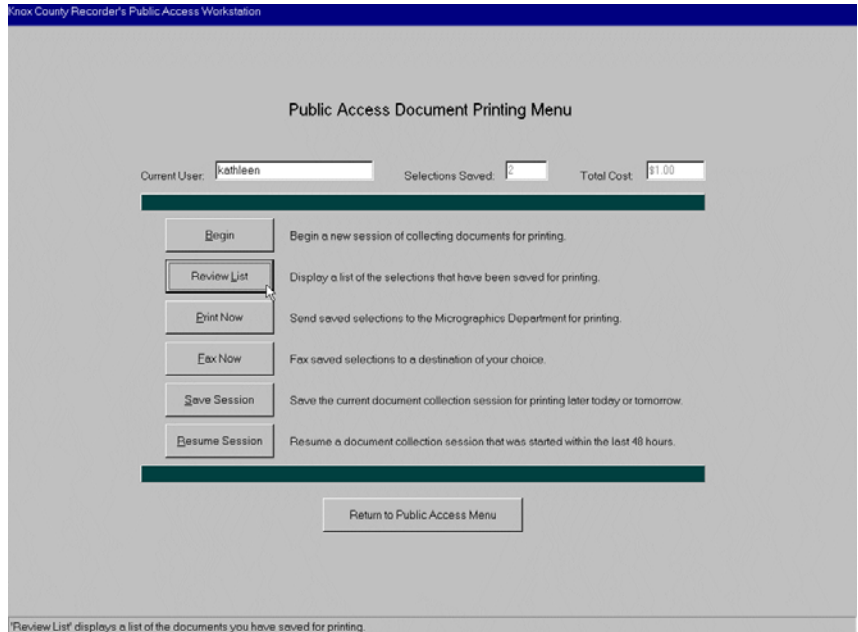


- The system is now set up to save the instruments that are selected. Click on any **Print** button (**Save Print, Print Page, Print Grid, Print Range**), and the request will be saved in the print session

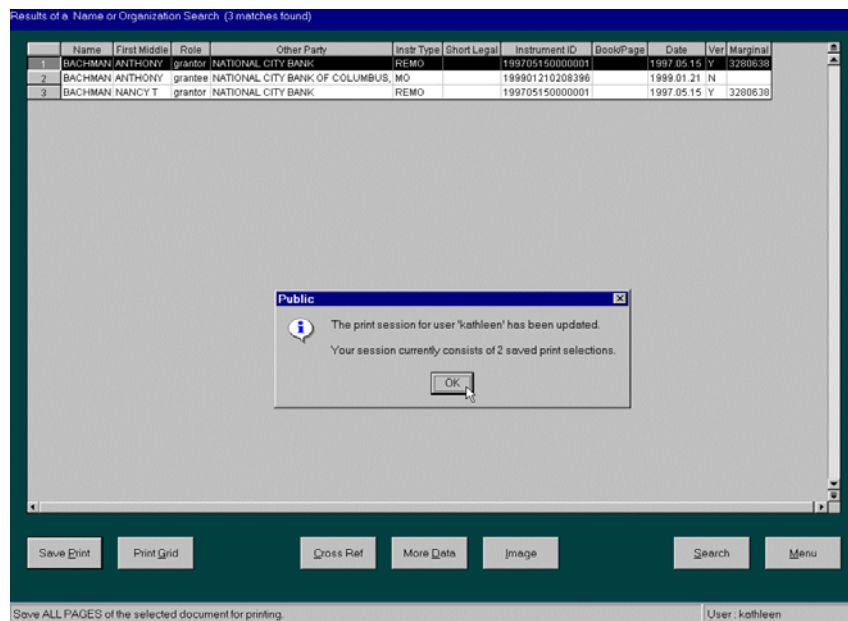


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5. Even if you do another type of search, you can continue to save your prints.



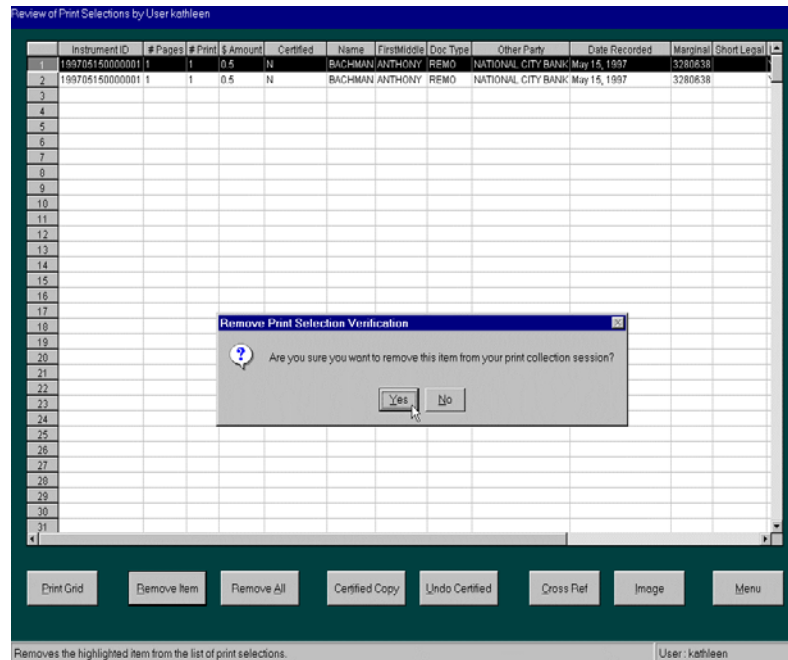
6. When you return to this screen, you'll see the running tally of saved documents in the **Selections Saved** field and the **Total Cost** of your print session.



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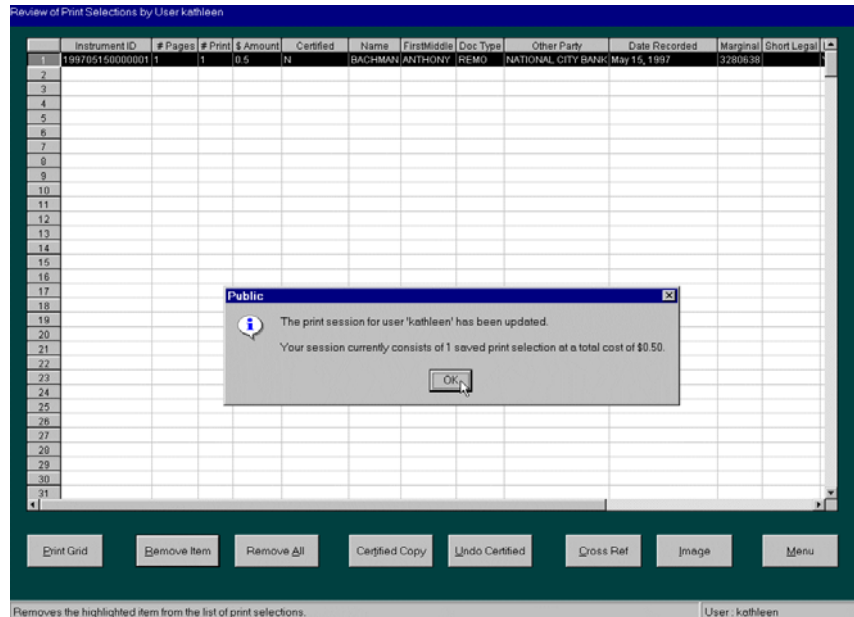
## Notes:

- If you click on **Save Session**, you can exit and save your changes.
- To continue a saved session, when you enter the *Public Access Menu*, click on **Printing**. Enter the name of your session in the *Current User* field and click on **Resume Session**.
- If you click on **Review List**, you can look at all of your current printouts.
- Let's say that you decide that it is not necessary to print the first instrument on this review list. Simply highlight that instrument and click on to the **Remove Item** button, located at the bottom of the form.

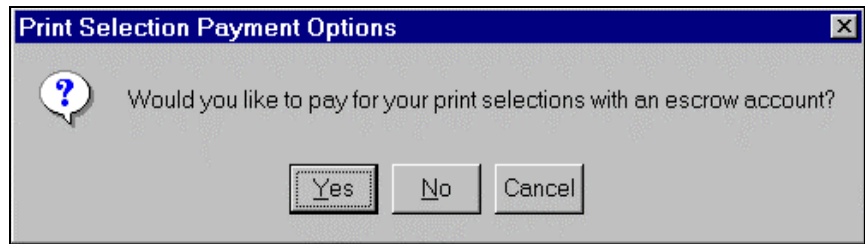


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- Observe the result to your action. This system not only removes the item but it also reminds you of how many items remain in *Save Print* and will adjust the payment due.



- If you click on **Print Now**, you can print this document. You have two choices to make in regards to payment: you can use an escrow account to pay for the prints or you can visit the print center to pay for your prints. So the first thing you'll see is this:



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- If you click on **Yes**, you will receive a prompt that will request you to fill in the escrow account information, including the **Escrow Account Name**, **Escrow Agent Name**, and the **Escrow Agent Password**. Click **OK** to continue.

The screenshot shows a dialog box titled "DTS County Recorder's Public Access" with a sub-header "Escrow Agent Verification". It contains three input fields: "Escrow Account Name" (a dropdown menu), "Escrow Agent Name" (a text box), and "Escrow Agent Password" (a text box). At the bottom right are "OK" and "Cancel" buttons. A status bar at the bottom of the dialog box contains the text: "Select the name of your escrow account and press the enter key."

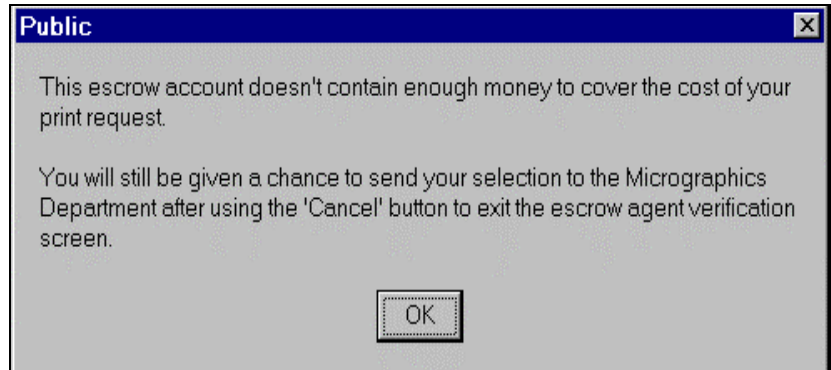
- If you click on **No**, you will be prompted with this message instead. Click **OK** to continue.

The screenshot shows a dialog box titled "Public" with a close button (X) in the top right corner. It features an information icon (i) and the following text: "You request will be printed as soon as you go to the Micrographics Department and settle your bill of \$2.00. Please pick up your print before the end of the day." At the bottom center is an "OK" button.

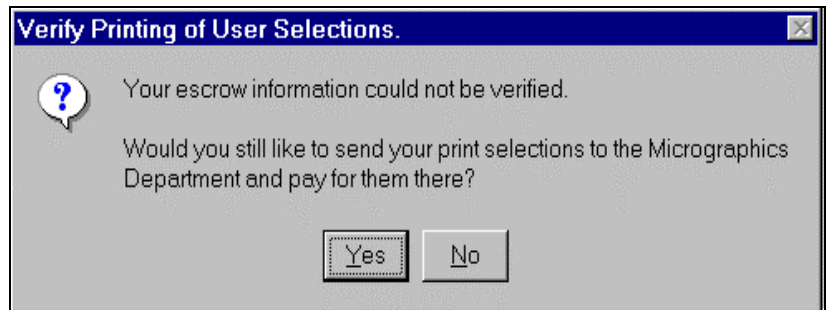
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## Miscellaneous Escrow Notes:

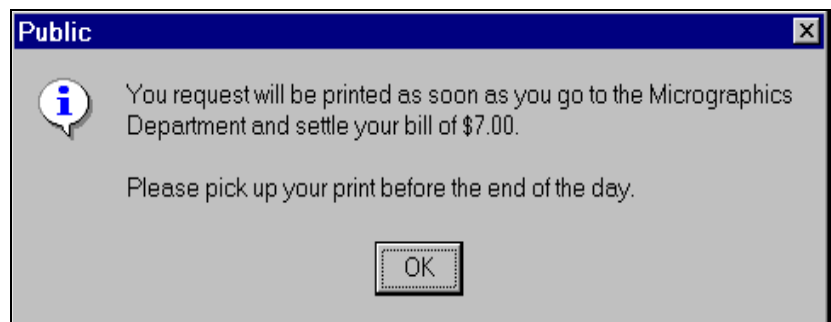
- If you choose an escrow account and you get this message, it means someone needs to make a deposit into the account or you will not be using it. Click **OK** to continue.



- If there is a problem with the **Escrow Agent Name** or **Escrow Agent Password**, you will likely get this message. Click on **Yes** to continue.



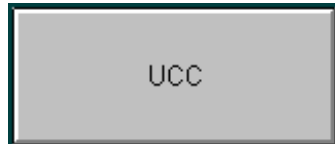
- Then you'll see this message. Click **OK** to continue.



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## VI) Other Searches

As you can see, the different searches have similar forms. You will always be able to identify exactly what type of search window you are on by reading your title bar. The legal Description is user defined.



Individual or Organization Name

Name  First   or Other   exact match  sounds like

Check the desired type of name search

Secured Party or Debtor  Secured Party ONLY  Debtor ONLY

Legal Description Choose 1 to 4 legal description fields and enter values for searching

Search Field	Value to Locate	Search Field	Value to Locate
<input type="text" value="Subdivision"/>	<input type="text"/>	<input type="text" value="Lot Number"/>	<input type="text"/>
<input type="text" value="Block"/>	<input type="text"/>	<input type="text" value="Unit Number"/>	<input type="text"/>

Limit by Date Recorded UCC index coverage began on October 22nd, 1991

Recorded After: Year  Month

Recorded Before: Year  Month

### Note:

**Search UCC's by entering the Last, First Names in the Last Name field as well as the method outlined on page 6.**

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## Legal Descriptions

Legal Description Choose 1 to 4 legal description fields and enter values for searching

Search Field	Value to Locate	Search Field	Value to Locate
Plat Number	<input type="text"/>	Lot Number	<input type="text"/>
Subdivision	<input type="text"/>	Unit Number	<input type="text"/>
Lot Number	<input type="text"/>		
Block	<input type="text"/>		
Unit Number	<input type="text"/>		
District	<input type="text"/>		
Acres	<input type="text"/>		
Parcel Number	<input type="text"/>		
Plat Number	<input type="text"/>		

Instrument

Check the instrument type(s) you wish to search

<input checked="" type="checkbox"/> All Instrument Types	<input checked="" type="checkbox"/> UCC (Uniform Commercial Code)
<input checked="" type="checkbox"/> Real Estate	<input checked="" type="checkbox"/> Miscellaneous

Limit by Date Recorded

Recorded After: Year  Month

Recorded Before: Year  Month

Clear Search Menu

On these windows, there are some drop-down lists that are helpful.

The search fields are user-defined, you can select any number of ways to search. After selecting the field, you can search any value in the field.

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## VII) Real Estate Search

As you can see, the *Real Estate Search* window looks much like the other search windows that you will encounter within the *Public Access* menu. However, *Real Estate Search* includes a specialized search parameter that allows you to conduct searches very quickly, by narrowing the scope of the data to be accessed.

The screenshot shows a web-based search form for real estate records. It is divided into three main sections: 'Individual or Organization Name', 'Legal Description', and 'Limit by Date Recorded'.  
1. **Individual or Organization Name:** Contains input fields for 'Name', 'First', and 'Other', with radio buttons for 'or' and 'Other'. There are also checkboxes for 'exact match' and 'sounds like'. Below this is a section to 'Check the desired type of name search' with three options: 'Grantor or Grantee' (checked), 'Grantor ONLY', and 'Grantee ONLY'.  
2. **Legal Description:** Features four dropdown menus for 'Search Field' (Subdivision, Lot Number, Block, Unit Number) and corresponding 'Value to Locate' input fields. To the right is a list of 'Instrument categories selected: all' with a scrollable menu containing 'All Real Estate', 'BOND', 'CHARTER', 'JDG', and 'LIEN'. A 'Consideration' field with a '>=' operator and an input box is also present.  
3. **Limit by Date Recorded:** Includes fields for 'Recorded After' and 'Recorded Before', each with 'Year', 'Month', and 'Day' sub-fields and a 'any' dropdown for the month.  
At the bottom, there are three buttons: 'Clear', 'Search', and 'Menu'.


➤ **To conduct a Real Estate search:**

1. Enter the fields on the form. Fill in the **Name**, check **Grantor or Grantee**, **Grantor ONLY** or **Grantee ONLY**, etc., using the **Tab** key to move from field to field.
2. Within the **Legal Description** section of this search is an area entitled **Specific Instrument Category**, as shown below.

A close-up of the 'Specific Instrument Category' dropdown menu, showing a list of options: 'All Real Estate', 'BOND', 'LIEN', 'NOTARY', and 'WARRANTY DEED'.

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3. If you know the document type that you are searching for, select it from the scrolling list in this area. You must use the mouse to scroll and highlight your choice.

 **CAUTION!** Resist the urge to press **Enter**. When you have chosen, press the **Tab** key to enter your selection and to move on to other fields (pressing **Enter** will begin your search). This might not be the end of the world, but you could end up wading through unnecessary information.

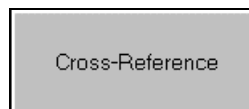
4. If you do not know the document type that you are searching for, fill in all other available information that could help narrow your search and then choose *All Real Estate* (the default for this menu). Now press **Enter** or the **Search** button, and your results are displayed in the *Search Results* window.

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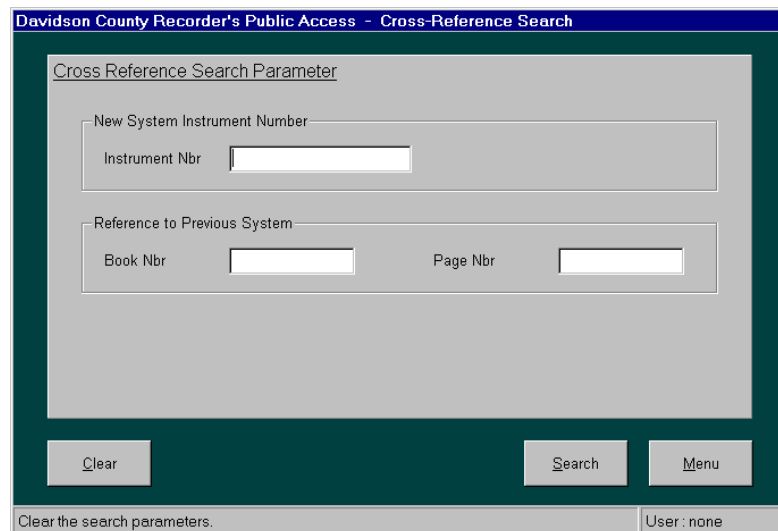
## VIII) Cross Reference

The *DTS County Recorder's Public Access System* also offers its users the opportunity to cross-reference a selected instrument with a **Cross-Reference Search Parameter**. To begin a Cross-Reference Search, you should know the instrument number or book and page reference of the item you wish to search.

1. Press the **Cross-Ref** button in the *Public Access Main Menu* window.



2. This will bring up the *Cross Reference Search* window below.
3. Enter the instrument number or book and page number in the appropriate field



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4. The results are displayed in a *Cross-Reference Search Results* window.

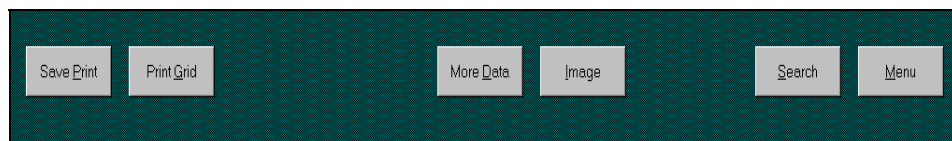
Results of a Cross-Reference Request on Instrument 199705150000001

	Name	First Middle	Role	Other Party	Instr Type	Short Legal	Instrument ID	Pages	Book/Page	Date
1	BACHMAN		grantor	NATIONAL CITY BANK	REMO		199705150000001	1		1997.05.15
2	BACHMAN	ANTHONY	grantor	NATIONAL CITY BANK	REMO		199705150000001	1		1997.05.15
3	BANC OHIO NATIONAL BANK		grantee	BACHMAN, ANTHONY	REMO		199705150000001	1		1997.05.15
4	BUCKEYE FEDERAL SAVINGS & LOAN ASSN		grantee	BACHMAN, ANTHONY	REMO		199705150000001	1		1997.05.15
5	NATIONAL CITY BANK		grantee	BACHMAN, ANTHONY	REMO		199705150000001	1		1997.05.15

Buttons: Save Print, Print Grid, More Data, Image, Return, Menu

Return to the public access main menu. User: none

5. From this window, you have the following options:



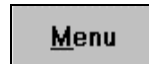
- Click on **Save Print** to save this for a print job. If you click on this, you will be prompted to create and save a session.
- Click on **Image** to call up the actual instrument in a viewer so you can look it directly on the screen.
- Click on **Print Grid**, which will save a copy of the results grid for printing. If you click on this, you will be prompted to create and save a session.
- Click on **Search** to return you to the *Cross-Reference Search* window.
- Click on **Menu** to return to the *Public Access Main Menu*.
- Click on **More Data** to look at the details of the instrument you have currently selected on the results grid.

6. Press the **Menu** button to return to the Public Access main menu

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## **IX) Exiting the System**

Once you have completed all of your searching and you have issued your print commands, you can exit the system. Return to the *Public Access Menu* by clicking on the menu button from whatever screen your searches have sent you. On every screen, there is a **Menu** button that will kick you immediately back to the *Public Access Menu*.



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## **Appendix 1**

### **STREET NAME ABBREVIATIONS**

AL	ALLEY	PA	PASS
AX	ANNEX	PK	PIKE
AV	AVENUE	PL	PLACE
BD	BEND	PZ	PLAZA
BV	BOULEVARD	PT	POINT
BY	BYPASS	RA	RAMP
CR	CIRCLE	RG	RIDGE
CT	COURT	RW	ROW
CV	COVE	RD	ROAD
CS	CRESCENT	RN	RUN
DR	DRIVE	SQ	SQUARE
EP	EXPRESSWAY	ST	STREET
EX	EXTENSION	TR	TERRACE
HT	HEIGHTS	TC	TRACE
HY	HIGHWAY	TL	TRAIL
LN	LANE	WY	WAY
LP	LOOP	VW	VIEW
PR	PARK		
PW	PARKWAY		

\*\* Abbreviations may be found in some subdivision names. When searching under subdivision names use all combinations of name variations or enter only the minimum amount of information in order to insure the best results.

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## **Appendix 2**

### **GUIDELINES TO DOCUMENT INDEXING**

#### GRANTOR/GRANTEE FIRST NAMES

1. Enter names as they appear in the conveyance clause on the document.
2. For hyphenated names, include the hyphen when entering the name. Ex: KIM-CHI
3. Names with a hyphen are indexed in only one way. Ex: Ruth C. McClain-Lee Indexed: MCCLAIN-LEE, RUTH C.

#### GRANTOR/GRANTEE LAST NAMES

4. *Compound last names are indexed exactly the same as they appear on the Document. Ex: VAN DER LYN*
5. *Use all punctuation just as on the Document. Ex: O'CONNER*

#### CORPORATE NAMES

6. *Use all punctuation just as it appears on the Document. Ex: Dashes, slashes, spaces, hyphens, apostrophes, etc.*
7. "THE" at the beginning of proper names will be omitted. Ex: THE VOLS Index as: VOLS

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## NUMBERS USED IN NAMES

8. When a number is used in a company name index it with the number just as it is on the document. Ex:  
SIX GUYS INC or 6 GUYS INC

## OBVIOUS ERRORS ON NAMES

9. *When a name is obviously misspelled or appears to have more than one spelling, the name is indexed just as it appears on the document and with the correct spelling.*

## PC'S, TRUSTS, INC'S, ETC.

10. If a Grantor/Grantee is a P.C., Inc., Ltd. Or a trust utilizing an individual's name, the indexing will be as an entity not an individual.

Ex: BILL GARRETT PC  
Garrett Bill PC  
Herschel Katzman Testamentary Trust  
Katzman Herschel Testamentary Trust

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## Appendix 3

### Document Types – 12/6/99 To Present

RECORDS ON THE REGISTER OF DEEDS COMPUTER SYSTEM ARE CATEGORIZED BY DOCUMENT TYPE. BELOW IS A LIST OF EACH DOCUMENT TYPE ALONG WITH THE DOCUMENTS THAT ARE INCLUDED IN EACH CATEGORY. THESE TYPES WERE INCORPORATED INTO THE SYSTEM BEGINNING 12/99. PRIOR TO THAT DATE PLEASE SEE THE DOCUMENT LIST UNDER THE OLD SYSTEM.

<u>DOCUMENT TYPE</u>	<u>DOCUMENTS INCLUDED IN TYPE</u>
AFFIDAVIT	AFFIDAVITS, AFFIDAVIT OF HEIRSHIP, CANCELLATION OF RELEASE, AFFIDAVIT OF CORRECTION, CORRECTION OF ACKNOWLEDGEMENTS, HAZARDOUS SUBSTANCE SITES, MINUTES, NAME AFFIDAVITS, NOTARY CERTIFICATE OF CORRECTIONS, RESIGNATION OF TRUSTEES, UN-RELEASED LIEN AFFIDAVITS
AFF-LG	AFFIDAVIT WITH LARGE PLAT
AFF-MED	AFFIDAVIT WITH MEDIUM PLAT
AFF-SM	AFFIDAVIT WITH SMALL PLAT
AGRMTASUM	ASSUMPTION AGR
AGRMPART	PARTNERSHIP AGREEMENTS, AMENDMENT OF LIMITED PARTNERSHIP, GENERAL PARTNERSHIP AGREEMENTS, CANCELLATION OF PARTNERSHIP
AGRMTTRUST	TRUST AGREEMENT, ASSIGNMENT OF RENTS & LEASES, CONSENT & WAIVER, ASSIGNMENT OF RENTS AND PROFITS, NEGATIVE PLEDGE AGREEMENTS, LANDLORD WAIVER & DISCLAIMER, MEMORANDUM OF TRUST, REGULATORY AGREEMENTS, SECURITY AGREEMENTS, SUBORDINATION, NON-DISTURBANCE & ATTORNMEN AGREEMENTS, TRUST INDENTURES, ESTOPPEL
AGRMTWARR	WARRANTY AGREEMENT, ASSIGNMENT OF PARTNERHSIP INTEREST, BYLAWS, DECLARATION OF TRUST, DISCLAIMER OF INTEREST, INDEMNITY AGREEMENT, LIEN RELEASE BOND, MINIMUM BILL AGREEMENT, PERMISSIVE USE AGREEMENT, PRE & POST NUPTUAL AGREEMENTS, RESOLUTIONS, RIGHT OF FIRST REFUSALS, TIMBER RIGHTS, WAIVER OF NOTICE, LIEN RELEASE BOND, LETTERS OF ADMINISTRATION, RELEASE RIGHT 1 <sup>ST</sup> REFUSAL, METRO PLUMBING/ELECTRIC LETTERS, AFFORDABILITY AGREEMENT, STORM WATER DET. AGREEMENT, BOND TO DISCHARGE LIEN RESOLUTIONS, AMEND PLATS

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<u>DOCUMENT TYPE</u>	<u>DOCUMENTS INCLUDED IN TYPE</u>
APTSUBTR	APPOINTMENT OF SUB. TRUSTEE OR SUCCESSOR TRUSTEE, NOTICE OF SUCCESSOR TRUSTEE
BB	BOND BOOK-OLD SYSTEM
BILLSALE	BILL OF SALE
BNKRPT	BANKRUPTCY, ORDERS, VOLUNTARY PETITIONS
BYLAWS	BYLAWS, CONDOMINIUM AND OTHER
CERTCOR	SURVEYORS CERTIFICATE OF CORRECTIONS
CERTIFICATE	CERTIFICATES
CERTAXCLR	CERTIFICATE OF TAX CLEARANCE-STATE OF TENNESSEE-INHERITANCE TAX
CH	CHARTERS, ETC-OLD SYSTEM
CHARTER	CHARTERS, AMENDS, MERGERS, DISSOLUTIONS, LLC'S,
CONTRACT	SALES CONTRACT, AFFIDAVIT OF CONTRACT, NOTICE OF CONTRACT
DB	DIR/REV DEED-OLD SYSTEM
DEED DIV	DIVORCE DECREE
DEED INST	INSTALLMENT DEED
DEEDMAST	MASTER DEED, AMENDS, ETC
DEEDQC	QUIT-CLAIM DEED
DEEDTRS	TRUSTEES DEED
DEEDWARR	WARRANTY DEED
DOT	DEED OF TRUST/MORTGAGE
DOTAMEND	AMENDMENT TO DEED OF TRUST
DOTASSN	ASSIGNMENT OF DEED OF TRUST
DOTMODAGR	MODIFICATION TO DEED OF TRUST
DOTNOTE	DEED OF TRUST NOTE
DOTSUBAGR	DEED OF TRUST SUBORDINATION AGREEMENT

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## DOCUMENT TYPE

## DOCUMENTS INCLUDED IN TYPE

ELBO	ELECTED OFFICIAL BONDS
ESMT	EASEMENT, JOINT DRIVEWAY AGREEMENT, STORM WATER DETENTION AGREEMENT
FL	FED TAX LIEN-OLD SYSTEM
FGNCHARTER	FOREIGN CHARTER
FORECLOSE	FORECLOSURE NOTICE
GREENBELT	GREENBELT-PROPERTY TAX CLASSIFICATION
JDGMT	JUDGMENT
JDGMTASSN	ASSIGNMENT OF JUDGMENT
LEASE	LEASE, ASSIGNMENT OF LEASE, CANCELLATION OF LEASE, MEMORANDUM OF LEASE, NOTICE OF LEASE, RELEASE OF ASSIGNMENT OF LEASE, RELEASE OF OIL AND GAS LEASE,
LEASEBB	LEASE OF BILLBOARD
LEASECT	LEASE OF CELLULAR TOWER
LIENCVWARR	CIVIL WARRANT LIEN/JUDGMENT
LIENLWD	LABOR & WORKFORCE DEV. LIEN, STATE OF TENNESSEE
LIENFTL	FEDERAL TAX LIEN-I.R.S.
LIENFTLSUB	FEDERAL TAX LIEN SUBORDINATION AGREEMENT
LIENMISC	MISCELLANEOUS LIEN, ATTACHMENTS, CIVIL WARRANTS, LIEN LIS PENDENS, NOTICE OF LIEN, BROKER & LESSOR COMMISSION LIENS, ASSIGNMENT OF MECHANICS & MATERIALMANS LIEN
LIENPRPTX	DEFERRED PROPERTY TAX LIEN
LIENSTL	STATE TAX LIEN, STATE OF TENNESSEE
MD	MILITARY DISCHARGE-OLD SYSTEM
METRO	METRO LETTERS, NOTICE OF VACATED PROPERTY
MILDIS	MILITARY DISCHARGE

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<u>DOCUMENT TYPE</u>	<u>DOCUMENTS INCLUDED IN TYPE</u>
MINERALINT	DECLARATION OF MINERAL INTERESTS
ML	DIR/REV MISC. LIEN-OLD SYSTEM
NC	DIR/REV NOTICE COMP-OLDSYSTEM
NOC	NOTICE OF COMPLETION
NTC	NON-TAXABLE CERTIFICATE
NUU	NOTICE UNDERGROUND UTILITY
ORDER	COURT ORDER
ORDINANCE	METRO ORDINANCE, METRO COUNCIL DECLARATION
PLAT-LG	PLAT-LARGE
PLAT-MED	PLAT-MEDIUM
PLAT-SM	PLAT-SMALL
POA	POWER OF ATTORNEY, REVOCATION OF POWER OF ATTORNEYS
RB	DIR/REV RELEASE-OLD SYSTEM
REL	RELEASE OF LIEN, RELEASE OF HAZARDOUS SUB SITE, RELEASE OF TRUST DEED, RELEASE OF VENDORS LIEN, RELEASE OF REGULATORY AGREEMENT
RELBOND	BOND TO DISCHARGE LIEN
RELLWD	RELEASE LABOR & WORKFORCE DEVELOPMENT- STATE OF TENNESSEE
RELFTL	RELEASE FEDERAL TAX LIEN-I.R.S.
RELPART	PARTIAL RELEASE
RELREST	RELEASE OF RESTRICTIONS
RELSTL	RELEASE STATE TAX LIEN-STATE OF TENNESSEE
REST	RESTRICTIONS
ROS	REPORT OF SALE-CHANCERY COURT, CERTIFICATE OF REDEMPTION, CLERK AND MASTERS DEED
TB	DIR/REV TRUST DEED-OLD SYSTEM

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<u>DOCUMENT TYPE</u>	<u>DOCUMENTS INCLUDED IN TYPE</u>
UCCFS	FINANCING STMT, U.C.C.-1
UCCFSAMN	AMEND FIN ST, U.C.C.-4
UCCFSASN	ASSIGN FIN ST, U.C.C.-2
UCCFSCON	CONTINUE FIN ST, U.C.C.-3
UCCFSREL	RELEASE OR TERMINATION OF FIN ST, U.C.C.-5
UCCFX	FIXTURE FILING, U.C.C.-1
UCCFXAMN	AMEND FIXTURE FILING, U.C.C.-4
UCCFXASN	ASSIGN FIXTURE FILING, U.C.C.-2
UCCFXCON	CONTINUE FIXTURE FILING, U.C.C.-3
UCCFXREL	RELEASE FIXTURE FILING, U.C.C.-5
UCCFXFS	FIXTURE & PERSONAL FILING, U.C.C.-1
UCCFXFSAMN	AMEND FIXTURE & PERSONAL, U.C.C.-4
UCCFXFSASN	ASSIGN FIXTURE & PERSONAL, U.C.C.-2
UCCFXFSCON	CONTINUE FIXTURE & PERSONAL, U.C.C.-3
UCCFXFSREL	RELEASE FIXTURE & PERSONAL, U.C.C.-5
UCCFXSUB	SUBORDINATION OF UCC FIXTURE FILING
WILL	WILL, LIVING WILLS

# Davidson Co. Register of Deeds - Public Access

## Appendix 4

### INDEXING ABBREVIATIONS – 12/6/99 TO PRESENT

BELOW IS A LIST OF ABBREVIATIONS USED ON THE REGISTER OF DEEDS COMPUTER SYSTEM BEGINNING 12/99 TO PRESENT.

<u>ABBREVIATION</u>	<u>DOCUMENT NAME</u>	<u>REPORT CATEGORY</u>
AFF-LG	AFFIDAVIT & LG DRAWING	WARRANTY DEED
AFF-MED	AFFIDAVIT & MED DRAWING	WARRANTY DEED
AFF-SM	AFFIDAVIT & SMALL DRAWING	WARRANTY DEED
AFFIDAVIT	AFFIDAVIT	WARRANTY DEED
AGRMTASUM	ASSUMPTION AGREEMENT	TRUST DEED
AGRMTPART	PARTNERSHIP AGREEMENT	WARRANTY DEED
AGRMTTRUST	AGREEMENT TRUST	TRUST DEED
AGRMTWARR	AGREEMENT PERTAINING TO TITLE	WARRANTY DEED
APTSUBTR	APPOINTMENT OF SUBSTITUTE TRUSTEE	TRUST DEED
BB	BOND BOOK (PRIOR RECORDING SYSTEM)	WARRANTY DEED
BILLSALE	BILL OF SALE	WARRANTY DEED
BNKRP	BANKRUPTCY (ORDERS OF, PETITIONS)	LIEN
BYLAWS	BYLAWS, CONDOMINIUM AND OTHERS	WARRANTY DEED
CERTCOR	SURVEYORS CERTIFICATE OF CORRECTION	WARRANTY DEED
CERTIFICATE	CERTIFICATES (BIRTH, DEATH, ETC)	WARRANTY DEED
CERTAXCLR	CERTIFICATE OF TAX CLEARANCE	RELEASE
CH	CHARTERS (PRIOR RECORDING SYSTEM)	CHARTER
CHARTER	CHARTERS (CURRENT SYSTEM)	CHARTER
CONTRACT	CONTRACT FOR SALE OF PROPERTY	WARRANTY DEED
DB	DEED BOOKS (PRIOR RECORDING SYSTEM)	WARRANTY DEED
DEEDDIV	DIVORCE DECREE TRANSFERRING PROPERTY	WARRANTY DEED
DEEDINST	INSTALLMENT DEED	WARRANTY DEED
DEEDMAST	MASTER DEED	WARRANTY DEED
DEEDQC	QUIT-CLAIM DEED	WARRANTY DEED
DEEDTRS	TRUSTEES DEED (Also Substitute Trustees Deed)	WARRANTY DEED
DEEDWARR	WARRANTY DEED	WARRANTY DEED
DOT	DEED OF TRUST	TRUST DEED

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<u>ABBREVIATION</u>	<u>DOCUMENT NAME</u>	<u>REPORT CATEGORY</u>
DOTAMEND	DEED OF TRUST AMENDMENT	TRUST DEED
DOTASSN	DEED OF TRUST ASSIGNMENT	TRUST DEED
DOTMODAGR	DEED OF TRUST MODIFICATION AGREEMENT	TRUST DEED
DOTNOTE	DEED OF TRUST NOTE	TRUST DEED
DOTSUBAGR	DEED OF TRUST SUBORDINATION AGREEMENT	TRUST DEED
ELBO	ELECTED OFFICIALS BOND BOOK	BOND
ESMT	EASEMENT	WARRANTY DEED
FL	FEDERAL TAX LIEN (PRIOR RECORDING SYSTEM)	LIEN
FORECLOSURE	FORECLOSURE NOTICE	WARRANTY DEED
FOREIGNCHARTER	CHARTER FROM ANOTHER STATE	CHARTER
GREENBELT	GREENBELT TAX CERTIFICATE	WARRANTY DEED
JDGMT	JUDGMENT	JUDGMENT
JDGMTASSN	ASSIGNMENT OF JUDGEMENT PROCEEDS	JUDGMENT
LEASE	LEASE	WARRANTY DEED
LEASEBB	LEASE BILLBOARD	WARRANTY DEED
LEASECT	LEASE CELLULAR TOWER	WARRANTY DEED
LIENCWARR	GENERAL SESSIONS CIVIL WARRANT LIEN	LIEN
LIENFTL	FEDERAL TAX LIEN (CURRENT SYSTEM)	LIEN
LIENFTLSUB	FEDERAL TAX LIEN SUBORDINATION AGREEMENT	LIEN
LIENLWD	LABOR AND WORKFORCE DEVELOPMENT LIEN STATE OF TENNESSEE	LIEN
LIENMISC	MISCELLANEOUS LIEN (M & M, ETC)	LIEN
LIENPRPTX	DEFERRED PROPERTY TAX LIEN	LIEN
LIENSTL	STATE TAX LIEN	LIEN
MD	MILITARY DISCHARGE (PRIOR RECORDING SYSTEM)	MILITARY DISCHARGE
METRO	METRO GOV'T LIENS (DEMO,UHH,LETTERS, ETC)	LIEN
MILDIS	MILITARY DISCHARGE(CURRENT SYSTEM)	MILITARY DISCHARGE
MINERALINT	MINERAL INTEREST	MINERAL INTEREST
ML	MISCELLANEOUS LIEN (PRIOR RECORDING SYSTEM)	LIEN

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<u>ABBREVIATION</u>	<u>DOCUMENT NAME</u>	<u>REPORT CATEGORY</u>
NC	NOTICE OF COMPLETION (PRIOR RECORDING SYSTEM)	NOTICE OF COMPLETION
NOC	NOTICE OF COMPLETION (CURRENT SYSTEM)	NOTICE OF COMPLETION
NTC	NON-TAXABLE CERTIFICATE (STATE TAX STATEMENT)	RELEASE
NUU	NOTICE OF UNDERGROUND UTILITIES	NOTICE OF UNDERGROUND UTILITY
ORDER	COURT ORDER	WARRANTY DEED
ORDINANCE	METRO CLERK ORDINANCE	WARRANTY DEED
PLAT-LG	LARGE SUBDIVISION PLAT	PLAT
PLAT-MED	MEDIUM SUBDIVISION PLAT	PLAT
PLAT-SM	SMALL SUBDIVISION PLAT	PLAT
POA	POWER OF ATTORNEY	POWER OF ATTORNEY
RB	RELEASE BOOK (PRIOR RECORDING SYSTEM)RELEASE	
REL	RELEASE OF LIEN	RELEASE
RELBOND	BOND TO DISCHARGE LIEN	RELEASE
RELFTL	RELEASE OF FEDERAL TAX LIEN	RELEASE
RELLWD	RELEASE OF LABOR AND WORKFORCE DEVELOPMENT LIEN	RELEASE
RELPART	PARTIAL RELEASE	RELEASE
RELREST	RELEASE OF RESTRICTIVE COVENANT	WARRANTY DEED
RELSTL	RELEASE OF STATE TAX LIEN	RELEASE
REST	RESTRICTIVE COVENANTS	WARRANTY DEED
ROS	REPORT OF SALE OF PROPERTY FOR TAXES (CLERK & MASTER)	WARRANTY DEED
TB	TRUST BOOK (PRIOR RECORDING SYSTEM)	TRUST DEED
UCCFS	FINANCING STATEMENT AGAINST PERSONAL PROPERTY	UCC
UCCFSAMN	AMENDMENT TO PERSONAL PROPERTY UCC FILING	UCC
UCCFSASN	ASSIGNMENT OF PERSONAL PROPERTY UCC FILING	UCC

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<u>ABBREVIATION</u>	<u>DOCUMENT NAME</u>	<u>REPORT CATEGORY</u>
UCCFSCON	CONTINUATION OF PERSONAL PROPERTY UCC FILING	UCC & LIEN
UCCFSREL	RELEASE OF PERSONAL PROPERTY UCC FILING	UCC & LIEN
UCCFX	FINANCING STATEMENT AGAINST REAL ESTATE	UCC & LIEN
UCCFXAMN	AMENDMENT TO REAL ESTATE UCC FILING	UCC & LIEN
UCCFXASN	ASSIGNMENT OF REAL ESTATE UCC FILING	UCC & LIEN
UCCFXCON	CONTINUATION OF REAL ESTATE UCC FILING	UCC & LIEN
UCCFXREL	RELEASE OF REAL ESTATE UCC FILING	UCC & RELEASE
UCCFXFS	FINANCING STATEMENT AGAINST PERSONAL PROP AND REAL ESTATE	UCC & LIEN
UCCFXFSAMN	AMENDMENT TO PERSONAL PROP AND REAL ESTATE UCC FILING	UCC & LIEN
UCCFXFSASN	ASSIGNMENT OF PERSONAL PROP AND REAL ESTATE UCC FILING	UCC & LIEN
UCCFXFSCON	CONTINUATION OF PERSONAL PROP AND REAL ESTATE UCC FILING	UCC & LIEN
UCCFXFSREL	RELEASE OF PERSONAL PROP AND REAL ESTATE UCC FILING	UCC & RELEASE
UCCFXSUB	SUBORDINATION OF UCC FIXUTRE FILING	UCC & LIEN
WILL	WILL	WARRANTY DEED

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## Appendix 5

### DOCUMENT TYPES-PRIOR TO 12/6/99

THIS LIST REFERENCES THE INDEX BOOKS/DOCUMENT TYPES USED AND THE DOCUMENTS INCLUDED IN THOSE INDEX BOOKS/TYPES IN THE OLD SYSTEM PRIOR TO 12/6/99.

**DOCUMENT**  
**TYPE**

**DOCUMENTS INCLUDED IN TYPE**

<b>CH</b>	CHARTERS, AMENDS, MERGERS, DISSOLUTIONS, LLC'S
<b>DB</b>	AFFIDAVITS, AFFIDAVIT OF HEIRSHIP, CANCELLATION OF RELEASE, AFFIDAVIT OF CORRECTION, CORRECTION OF ACKNOWLEDGEMENTS, MINUTES, NAME AFFIDAVITS, NOTARY CERTIFICATE OF CORRECTIONS, RESIGNATION OF TRUSTEES, UN-RELEASED LIEN AFFIDAVITS, AFFIDAVIT WITH LARGE PLAT, AFFIDAVIT WITH MEDIUM PLAT, AFFIDAVIT WITH SMALL PLAT, ASSUMPTION AGREEMENTS, PARTNERSHIP AGREEMENTS, AMENDMENT OF LIMITED PARTNERSHIP, GENERAL PARTNERSHIP AGREEMENTS WARRANTY AGREEMENT, ASSIGNMENT OF PARTNERHSIP INTEREST, BYLAWS, DECLARATION OF TRUST, DISCLAIMER OF INTEREST, INDEMNITY AGREEMENT, LIEN RELEASE BOND, MINIMUM BILL AGREEMENT, PERMISSIVE USE AGREEMENT, PRE & POST NUPTUAL AGREEMENTS, RESOLUTIONS, RIGHT OF FIRST REFUSALS, TIMBER RIGHTS, NOTICE APPOINTMENT OF SUB. TRUSTEE OR SUCCESSOR TRUSTEE, BILL OF SALE, SURVEYORS CERTIFICATE OF CORRECTIONS, CERTIFICATES, SALES CONTRACT, DIVORCE DECREE, INSTALLMENT DEED, MASTER DEED-AMENDS, ETC, QUIT-CLAIM DEEDS, TRUSTEES DEEDS, WARRANTY DEEDS, EASEMENTS, FORECLOSURE NOTICES, LEASES, ASSIGNMENT OF LEASE, CANCELLATION OF LEASE, MEMORANDUM OF LEASE, RELEASE OF ASSIGNMENT OF LEASE, RELEASE OF OIL AND GAS LEASE, METRO ORDINANCE, METRO COUNCIL DECLARATION, POWER OF ATTORNEY, REVOCATION OF POWER OF ATTORNEYS RELEASE OF

# Davidson Co. Register of Deeds - Public Access

## DOCUMENT TYPE

## DOCUMENTS INCLUDED IN TYPE

<b>DB continued</b>	RESTRICTIONS, RESTRICTIONS, REPORT OF SALE – CHANCERY COURT, CERTIFICATE OF REDEMPTION, CLERK AND MASTERS DEED, WILL, TRUST AGREEMENT, ASSIGNMENT OF RENTS & LEASES, CONSENT & WAIVER, ASSIGNMENT OF RENTS AND PROFITS, LANDLORD WAIVER & DISCLAIMER, MEMORANDUM OF TRUST, REGULATORY AGREEMENTS, SECURITY AGREEMENTS, SUBORDINATION, NON-DISTURBANCE & ATTORNTMENT AGREEMENTS
<b>FL</b>	FED TAX LIEN, FEDERAL TAX LIEN SUBORDINATION AGREEMENTS
<b>MD</b>	MILITARY DISCHARGES
<b>ML</b>	FORECLOSURE NOTICE, GREENBELT-PROPERTY TAX CLASSIFICATION, JUDGMENT, ASSIGNMENT OF JUDGMENT, CIVIL WARRANT LIEN/JUDGMENT, LABOR & WORKFORCE DEV. LIEN, STATE OF TENNESSEE, MISCELLANEOUS LIEN, ATTACHMENTS, CIVIL WARRANTS, LIEN LIS PENDENS, NOTICE OF LIEN, STATE TAX LIEN, STATE OF TENNESSEE, METRO LETTERS, COURT ORDER,
<b>NC</b>	NOTICE OF COMPLETIONS
<b>PLAT</b>	PLATS, LARGE-MEDIUM-SMALL
<b>RB</b>	RELEASE OF LIEN, RELEASE OF HAZARDOUS SUB SITE, RELEASE OF TRUST DEED, RELEASE OF VENDORS LIEN, RELEASE LABOR & WORKFORCE DEVELOPMENT-STATE OF TENNESSEE, RELEASE FEDERAL TAX LIEN, RELEASE STATE TAX LIEN, RELEASE FIXTURE FILING, U.C.C.-5, RELEASE FIXTURE & PERSONAL, U.C.C.-5

# Davidson Co. Register of Deeds - Public Access

## DOCUMENT TYPE

## DOCUMENTS INCLUDED IN TYPE

<b>TB</b>	ASSIGNMENT OF RENTS & LEASES, ASSIGNMENT OF RENTS AND PROFITS, NEGATIVE PLEDGE AGREEMENTS, SECURITY AGREEMENTS, SUBORDINATION AGREEMENTS, NON-DISTURBANCE & ATTORNMEN T AGREEMENTS, TRUST INDENTURES, DEED OF TRUST/MORTGAGE, AMENDMENT TO DEED OF TRUST, ASSIGNMENT OF DEED OF TRUST, MODIFICATION TO DEED OF TRUST, DEED OF TRUST NOTE, DEED OF TRUST SUBORDINATION AGREEMENT, FIXTURE & PERSONAL PROPERTY FILING, U.C.C.-1, FIXTURE FILING, U.C.C.-1, AMEND FIXTURE FILING, U.C.C.-4, ASSIGN FIXTURE FILING, U.C.C.-2, CONTINUE FIXTURE FILING, U.C.C.-3, AMEND FIXTURE & PERSONAL, U.C.C.-4, ASSIGN FIXTURE & PERSONAL, U.C.C.-2, CONTINUE FIXTURE & PERSONAL
<b>UCC</b>	FINANCING STMT PERSONAL, U.C.C.-1, AMEND FIN STMT PERSONAL, U.C.C.-4, ASSIGN FIN STMT PERSONAL, U.C.C.-2, CONTINUE FIN STMT PERSONAL, U.C.C.-3, RELEASE OR TERMINATION OF FIN STMT PERSONAL, U.C.C.-5

# Davidson Co. Register of Deeds - Public Access

## Appendix 6

### DOCUMENTS TYPES – OLD & NEW SYSTEM

THE FIRST DOCUMENT TYPE SHOWN REPRESENTS THE TYPE USED FROM 7/1/64 THRU 12/3/99.  
THE LAST DOCUMENT TYPE SHOWN REPRESENTS THE DOCUMENT TYPES IN USE SINCE  
12/6/99.

<b>DOCUMENT NAME</b>	<b>DOCUMENT TYPE</b> <b>7/1/64-12/3/99 &amp; 12/6/99 to present</b>
AFFIDAVIT OF HEIRSHIP	DB & AFFIDAVIT
AFFIDAVIT WITH LARGE PLAT	DB & AFF-LG
AFFIDAVIT WITH MEDIUM PLAT	DB & AFF-MED
AFFIDAVIT WITH SMALL PLAT	DB & AFF-SM
AFFIDAVITS	DB & AFFIDAVIT
AMENDMENT OF LIMITED PARTNERSHIP	DB & AGRMTPART
APPOINTMENT OF SUBSTITUTE OF TRUSTEE	DB & APTSUBTR
APPOINTMENT OF SUCCESSOR TRUSTEE	DB & APTSUBTR
ASSIGNMENT OF JUDGMENT	ML & JDGMTASSN
ASSIGNMENT OF LEASE	DB & LEASE
ASSIGNMENT OF PARTNERSHIP INTEREST	DB & AGRMTWARR
ASSIGNMENT OF RENTS & LEASES	DB, TB & AGRMTRUST
ASSIGNMENT OF RENTS AND PROFITS	DB, TB & AGRMTRUST
ASSUMPTION AGREEMENTS	TB & AGRMTASUM
ATTACHMENT	ML & LIENMISC
BANKRUPTCY	ML & BNKRPT
BANKRUPTCY ORDERS	ML & BNKRPT
BANKRUPTCY VOLUNTARY PETITIONS	ML & BNKRPT
BILLBOARD LEASE	DB, LEASE, LEASEBB
BILL OF SALE	DB & BILLSALE
BOND TO DISCHARGE LIEN	RB, AGRMTWARR, RELBOND
BYLAWS	DB & AGRMTWARR
CANCELLATION OF LEASE	DB & LEASE
CANCELLATION OF RELEASE	DB & AFFIDAVIT

# Davidson Co. Register of Deeds - Public Access

<b>DOCUMENT NAME</b>	<b>DOCUMENT TYPE</b> <b>7/1/64-12/3/99 &amp; 12/6/99 to present</b>
CELL TOWER LEASE	DB, LEASE, AGRMTWARR, LEASECT
CERTIFICATE OF REDEMPTION	DB & ROS
CERTIFICATE OF TAX CLEARANCE-STATE OF TENNESSEE	RB & CERTAXCLR
CERTIFICATES	DB, MISC & CERTIFICATE
CIVIL WARRANT LIEN	ML & LIENCWARR
CLERK AND MASTERS DEED	DB & ROS
CONSENT AND WAVER	DB & AGRMTTRUST
CORPORATE CHARTER AMENDMENTS	CH & CHARTER
CORPORATE CHARTERS	CH & CHARTER
CORPORATE DISSOLUTIONS	CH & CHARTER
CORPORATE MERGERS	CH & CHARTER
CORRECTION OF ACKNOWLEDGEMENTS	DB & AFFIDAVIT
COURT ORDERS	DB, ML & ORDER
DECLARATION OF MINERAL INTERESTS	BOOK & MINERALINT
DECLARATION OF TRUST	DB & AGRMTRUST
DEED OF TRUST	TB & DOT
DEED OF TRUST AMENDMENT	TB & DOTAMEND
DEED OF TRUST ASSIGNMENT	TB & DOTASSN
DEED OF TRUST NOTE	TB, MISC & DOTNOTE
DEED OF TRUST SUBORDINATION AGREEMENT	TB & DOTSUBAGR
DISCLAIMER OF INTEREST	DB & AGRMTWARR
DIVORCE DECREE	DB & DEED DIV
EASEMENTS	DB & EASEMENT
ELECTED OFFICIAL BONDS	BOND BOOK & ELBO
FEDERAL TAX LIEN SUBORDINATION AGREEMENT	FL & LIENFTLSUB
FEDERAL TAX LIENS	FL & LIENFTL
FINANCING STATEMENT AMENDMENT, PERSONAL/FIXTURE/BOTH	UCC, UCCFSAMN, UCCFXAMN & UCCFXSAMN
FINANCING STATEMENT ASSIGNMENT, PERSONAL/FIXTURE/BOTH	UCC, UCCFSASN UCCFXASN & CCFXFSASN

# Davidson Co. Register of Deeds - Public Access

DOCUMENT NAME	DOCUMENT TYPE <u>7/1/64-12/3/99 &amp; 12/6/99 to present</u>
FINANCING STATEMENT CONTINUATION, PERSONAL/FIXTURE/BOTH	UCC, UCCFSCON, UCCFXCON & UCCFXFSCON
FINANCING STATEMENT TERMINATION/RELEASE, PERS/FIX/BOTH	UCC, UCCFSREL, UCCFXREL & UCCFXFSREL
FINANCING STATEMENT, PERSONAL/FIXTURE/BOTH	UCC, UCCFS, UCCFX & UCCFXFS
FORECLOSURE NOTICE	DB, MISC & FORECLOSE
FOREIGN CHARTERS OF INCORPORATION	CH & FGNCHARTER
GENERAL PARTNERSHIP AGREEMENTS	DB & AGRMTPART
GREENBELT PROPERTY TAX ASSESSMENTS	ML & GREENBELT
HAZARDOUS SUBSTANCE SITES	ML & AFFIDAVIT
INDEMNITY AGREEMENT	DB & AGRMTWARR
INSTALLMENT DEED	DB & DEED INST
JUDGMENTS	ML & JDGMT
LABOR & WORKFORCE DEVELOPMENT LIEN-STATE OF TN	ML & LIENLWD
LANDLORD WAIVER & DISCLAIMER	TB & AGRMTRUST
LEASE	DB & LEASE
LEASEBB	DB, LEASE, LEASEBB
LEASECT	DB, AGRMTWARR, LEASECT
LIEN LIS PENDENS	ML & LIENMISC
LIEN RELEASE BOND	RB, DB & AGRMTWARR, RELBOND
MASTER DEED	DB & DEEDMAST
MASTER DEED AMENDMENTS	DB & DEEDMAST
MECHANICS AND MATERIALMENS LIENS	ML & LIENMISC
MEMORANDUM OF LEASE	DB & LEASE
MEMORANDUM OF TRUST	DB & AGRMTRUST
METRO CODE LETTERS	ML & METRO
METRO COUNCIL DECLARATION	DB & ORDINANCE
METRO ORDINANCE	DB & ORDINANCE
MILITARY DISCHARGE	MD & MILDIS
MINIMUM BILL AGREEMENT	DB & AGRMTWARR
MINUTES	DB & AFFIDAVIT

# Davidson Co. Register of Deeds - Public Access

<b>DOCUMENT NAME</b>	<b>DOCUMENT TYPE</b> <b><u>7/1/64-12/3/99 &amp; 12/6/99 to present</u></b>
MISCELLANEOUS LIEN	ML & LIENMISC
MODIFICATION TO DEED OF TRUST	TB & DOTMODAGR
MORTGAGE	TB & DOT
NAME AFFIDAVITS	DB & AFFIDAVIT
NEGATIVE PLEDGE AGREEMENTS	TB & AGRMTTRUST
NON TAXABLE CERTIFICATE-STATE OF TENNESSEE	RB & NTC
NOTARY CERTIFICATE OF CORRECTION	DB & AFFIDAVIT
NOTICE OF COMPLETIONS	NC & NOC
NOTICE OF LEASE	DB & LEASE
NOTICE OF LIEN	ML & LIENMISC
NOTICE OF UNDERGROUND UTILITIES	BOOK & NUU
PARTNERSHIP AGREEMENTS	DB & AGRMTPART
PERMISSIVE USE AGREEMENT	DB & AGRMTWARR
PLATS-LARGE	PLATS-LG
PLATS-MEDIUM	PLATS-MED
PLATS-SM	PLATS-SM
POWER OF ATTORNEY	DB & POA
PRE & POST NUPTIAL AGREEMENTS	DB & AGRMTWARR
QUIT-CLAIM DEED	DB & DEEDQC
REGULATORY AGREEMENTS	TB & AGRMTTRUST
RELEASE OF ASSIGNMENT OF LEASE	DB, RB & LEASE
RELEASE OF FEDERAL TAX LIEN	RB & RELFTL
RELEASE OF HAZARDOUS SUB SITE	RB & REL
RELEASE OF LABOR & WORKFORCE DEVELOPMENT LIEN	RB & RELWD
RELEASE OF LIEN	RB & REL
RELEASE OF OIL AND GAS LEASE	DB, RB & LEASE
RELEASE OF RESTRICTIONS	DB & RELREST
RELEASE OF STATE TAX LIEN	RB & RELSTL
RELEASE OF TRUST DEED	RB & REL
RELEASE OF VENDORS LIEN	RB & REL
REPORT OF SALE	DB & ROS
RESIGNATION OF TRUSTEE	DB & AFFIDAVIT
RESOLUTIONS	DB & AGRMTWARR
RESTRICTIONS	DB & REST

# Davidson Co. Register of Deeds - Public Access

<b>DOCUMENT NAME</b>	<b>DOCUMENT TYPE</b> <b><u>7/1/64-12/3/99 &amp; 12/6/99 to present</u></b>
REVOCAION OF POWER OF ATTORNEY	DB & POA
RIGHT OF FIRST REFUSALS	DB & AGRMTWARR
SALES CONTRACT	DB & CONTRACT
SECURITY AGREEMENTS	TB & AGRMTTRUST
STATE TAX LIENS	ML & LIENSTL
SUBORDINATION, NONDISTURBANCE & ATTORNMENT AGREEMENTS	TB & AGRMTTRUST
SURVEYORS CERTIFICATE OF CORRECTIONS	DB & CERTCOR
TIMBER RIGHTS	DB & AGRMTWARR
TRUST AGREEMENT	DB & AGRMTRUST
TRUST INDENTURES	TB & AGRMTTRUST
TRUSTEES DEED	DB & DEEDTRS
UN-RELEASED LIEN AFFIDAVITS	DB & AFFIDAVIT
WAIVER OF NOTICE	DB & AGRMTWARR
WARRANTY AGREEMENTS	DB & AGRMTWARR
WARRANTY DEED	DB & DEEDWARR
WILLS	DB, MISC & WILL

NOTE: SOME DOCUMENTS WERE RECORDED IN MORE THAN ONE INDEX. THOSE DOCUMENTS WILL REFLECT MORE TYPES THAN THE DOCUMENTS THAT WERE INDEXED ONLY ONCE.

THE WORD BOOK IN THE DOCUMENT TYPE REFLECTS THAT THERE WAS A SPECIAL INDEX BOOK FOR THOSE DOCUMENTS.

# Davidson Co. Register of Deeds - Public Access

## Appendix 7

### ACCESSING TAX INFORMATION ON THE REGISTER OF DEEDS COMPUTER SYSTEM

The following is a simple overview to assist you with operating the Land Information System running with the Register of Deeds system in the Davidson County Register of Deeds office.

From the Main Search Screen on the Register of Deeds system hold the Alt key and press **Escape** to access the Land Information System (LIS).

From the Land Information System screen you can hold the Alt key and press ESC to return to the Register of Deeds system.

To clear the screen press the **Pause/Break** key.

On the blank LIS page type LA99 and press the **Enter** key to access the LIS menu. (See exhibit 1) You may retrieve LIS information by any of the following means:

- 1) Property address
- 2) Owners name
- 3) Trustee's Field Book reference numbers
- 4) Map and Parcel reference numbers

```
Page: 1 Document Name: untitled
-----
LA99          LAND INFORMATION - NASHVILLE-DAVIDSON COUNTY, TN.
                MENU SELECTION

PROPERTY ADDRESS -- NUMBER      STREET NAME      BLDG      UNIT
                   _____

OWNER NAME ----- LAST, FIRST
                   _____

AREA FIELD ----- _____

MAP - PARCEL ----- _____ LAST _
```

### Exhibit 1

# Davidson Co. Register of Deeds - Public Access

## 1. Accessing Information by Property Address

To access information by 1) Address you must enter the information in the appropriate fields. (See exhibit 2) The first line (field) is for the street number, the second for the street name.

\*\*Note: USE THE TAB KEY TO MOVE FROM FIELD TO FIELD

```
Page: 1 Document Name: untitled
-----
LA99          LAND INFORMATION - NASHVILLE-DAVIDSON COUNTY, TN.
                MENU SELECTION

PROPERTY ADDRESS -- NUMBER      STREET NAME          BLDG      UNIT
                  4232__ saddlebrooke pl_____  -        -

OWNER NAME ----- LAST, FIRST
                  _____

AREA FIELD ----- _____

MAP - PARCEL ----- _____ LAST _
```

### Exhibit 2

Use Appendix 1 to determine the appropriate abbreviation for the street name suffix.

Ex: Street (ST), Road (RD), Place (PL).

Enter the street number and street name, then press the **Enter** key to display a list of addresses.

Cursor down to the desired street address by using the **Tab** key. (See exhibit 3)

# Davidson Co. Register of Deeds - Public Access

```
Page: 1 Document Name: untitled
-----
LA78 *      NASHVILLE-DAVIDSON COUNTY, TN. PROPERTY STREET INDEX

4232 SADDLEBROOKE PL      1994 H HILL, TIMOTHY P.& D 086-03-0 022.00
4233 SADDLEBROOKE PL      1993 H STROBEL, ROBERT J., 086-03-0 021.00
204 SADDLESTONE CT N     1979 H UNIVERSAL BUILDERS, 086-12-0 102.00
205 SADDLESTONE CT N     1906 H UNIVERSAL BUILDERS, 086-12-0 098.00
208 SADDLESTONE CT N     1979 H UNIVERSAL BUILDERS, 086-12-0 101.00
209 SADDLESTONE CT N     1906 H UNIVERSAL BUILDERS, 086-12-0 099.00
213 SADDLESTONE CT N     1979 H UNIVERSAL BUILDERS, 086-12-0 100.00
104 SADDLESTONE CT S     1998 H UNIVERSAL BUILDERS, 086-12-0 116.00
105 SADDLESTONE CT S     1998 H UNIVERSAL BUILDERS, 086-12-0 110.00
108 SADDLESTONE CT S     1998 H UNIVERSAL BUILDERS, 086-12-0 115.00

HIT ENTER TO DISPLAY NEXT SCREEN - HIT 'Q' TO DISPLAY THE MENU
```

## Exhibit 3

Press the Enter key to display the property information.

## 2. Accessing information by Owner Name

To access information by 2) Owner Name enter the Last Name, \_First Name in the owner name field the press **Enter**. (See exhibit 4)

```
Page: 1 Document Name: untitled
-----
LA99      LAND INFORMATION - NASHVILLE-DAVIDSON COUNTY, TN.
          MENU SELECTION

PROPERTY ADDRESS -- NUMBER      STREET NAME      BLDG      UNIT
                   _____
OWNER NAME ----- LAST, FIRST
                   HILL, TIMOTHY _____
AREA FIELD -----
MAP - PARCEL ----- LAST _
```

## Exhibit 4

Cursor to the appropriate name and address and press the Enter key to display the property information.(See exhibit 5)

# Davidson Co. Register of Deeds - Public Access

Page: 1 Document Name: untitled

HILL, TIMOTHY P. & DEBBIE C.	4232 SADDLEBROOKE PL	09/01/1994
HILL, TIMOTHY W. & TRINA J.	3120 JONESBORO DR	04/29/1994
HILL, TINA R.	924 SOUTH DOUGLAS AV	05/26/1995
HILL, TOBIN V.	2601 HILLSBORO PK M-15	11/01/1996
HILL, TOM ELLA	1321 N 6TH ST	01/10/1974
HILL, TOM ETUX	119 JOYNER AV	01/21/1922
HILL, TOM ETUX	117 JOYNER AV	10/08/1942
HILL, TONY L. & IRMGARD R.	4224 WINTERBROOK RD	12/22/1995
HILL, TONY T.	7172 BAY COVE TL	03/10/1998
HILL, TRAVIS F. & PAIGE A.	1499 WOODMONT BV	03/15/2000
HILL, TROY WAYNE & TARA LYNN	931 DRUMMOND DR	06/21/1995
HILL, VAN E.	121 MORTON MILL CR	04/28/2000
HILL, VAN E. & JACQUELYN M.	114 MORTON MILL CR	07/31/1997
HILL, VENCE ET UX	736 REVELS DR	03/06/1984
HILL, VIANDA HALE	121 WESTHAMPTON PL	04/02/1996
HILL, VIVIAN G.	1222 PRESTON DR	02/21/1997
HILL, W. A. ETUX	132 ALLENDALE DR	07/20/1957
HILL, W. E. SR. ETUX	1729 HEIMAN ST	05/09/1946
HILL, W. R. ETUX	706 MAPLEWOOD LN	04/22/1949

I=INACTIVE PARCEL

## Exhibit 5

### 3. Accessing information by Map and Parcel

To access information by 4) Map and Parcel reference numbers you must enter the appropriate Map and parcel reference numbers in the map-parcel field.(See exhibit 6)

Page: 1 Document Name: untitled

LA99 LAND INFORMATION - NASHVILLE-DAVIDSON COUNTY, TN.  
MENU SELECTION

PROPERTY ADDRESS --	NUMBER	STREET NAME	BLDG	UNIT
OWNER NAME -----	LAST, FIRST			
AREA FIELD -----	_____			
MAP - PARCEL -----	086-03-0	022.00	LAST _	

## Exhibit 6

The map and parcel reference number is a series of numbers, excluding any one of which will cause an error.

# Davidson Co. Register of Deeds - Public Access

Example: 000-00-0 ( ) 000.00

Map Parcel

Each space except the ( ) must have a value. If there is no corresponding number "0" should be used. You may leave off the ( ) completely if there is no alpha character in the map and parcel number.

The dashes (-) between series of numbers do not have to be entered, however, if one is entered they must all be entered in the appropriate locations. (Advice-leave them off if you can)

Example:

Map 161 Parcel 10 = 161-00-0 010.00 or 161000010.00

Map 57-15 Parcel 115= 057-15-0 115.00 or 057150115.00

Map 63-6-1-C Parcel 1= 063-06-1-C 001.00 or 063061C001.00

Cursor to the appropriate map-parcel number and press **Enter** to display the property information. (See exhibits 7 & 8)

```
Page: 1 Document Name: untitled
-----
LA00 *          LAND INFORMATION - NASHVILLE-DAVIDSON COUNTY          01/23/2001
                   MAP\PARCEL INDEX

MAP\PARCEL      OWNER NAME          PROPERTY ADDRESS
* 086-03-0 022.00  HILL, TIMOTHY P. & DEBBIE C  4232 SADDLEBROOKE PL
* 086-03-0 023.00  COCHRAN, DANIEL M. & KATHR  4228 SADDLEBROOKE PL
* 086-03-0 024.00  LOFTIS, GARY W. ET UX      4224 SADDLEBROOKE PL
* 086-03-0 025.00  CLINGERMAN, GREGG M. ET UX  4220 SADDLEBROOKE PL
* 086-03-0 026.00  SAPPINGTON, ALBERT L.      4216 SADDLEBROOKE PL
* 086-03-0 027.00  DOOLEY, JERRY L. ET UX     4212 SADDLEBROOKE PL
* 086-03-0 028.00  BANKS, THOMAS W. JR. & KIM  4208 SADDLEBROOKE PL
* 086-03-0 029.00  DOOLEY, ROBERT F. ET UX    4204 SADDLEBROOKE PL
* 086-03-0 030.00  HUNT, RICHARD D. ET UX     4200 SADDLEBROOKE PL
```

**Exhibit 7**



# Davidson Co. Register of Deeds - Public Access

From the Property Information screen you may type the following codes to access the information referenced:

Q-takes you back to the LA 99 screen

H-when you tab on this screen anywhere the tab stops you can enter an “H” and it will give you a history of that field.

The following codes are entered in the “\*” at the top of the property information screen.

O—More properties owned by the same owner after you have the property card on your screen you can type an “O” and it will bring up any other properties that have the same name.

I--Parcels listed in consecutive order. When you are on the Property Information screen enter an “I” for a list of consecutive parcels.

# Davidson Co. Register of Deeds - Public Access

A---Appraisal screen providing the appraisal history and information. It provides the Effective date, improvement figures, total appraisal figures & classification. (See Exhibit 9)

Page: 1 Document Name: untitled

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LA95 \* LAND INFORMATION - NASHVILLE-DAVIDSON COUNTY, TN. 01/23/2001  
 APPRAISAL HISTORY 086-03-0 022.00

EFFECTIVE	ENTERED	CLASS %	LAND	IMPROVEMENT	TOTAL
* 01/01/1997	04/12/1997	R 25	25,000	124,500	149,500
BD	TOTAL		6,250	31,125	37,375
			25,000	124,500	149,500
			6,250	31,125	37,375
* 01/01/1993	03/25/1993	R 25	15,000	107,400	122,400
BD	TOTAL		3,750	26,850	30,600
			15,000	107,400	122,400
			3,750	26,850	30,600
* 08/01/1987	08/19/1987	R 25	15,000	86,000	101,000
BD	TOTAL		3,750	21,500	25,250
			15,000	86,000	101,000
			3,750	21,500	25,250

APPRAISALS CONTINUED - ENTER (R) FOR NEXT PAGE

## Exhibit 9

H---Previous owner history screen providing the names of the owners, their addresses, Deed reference numbers, sales dates and prices if entered at the time of sale. (See Exhibit 10)

Page: 1 Document Name: untitled

---

LA98 \* LAND INFORMATION - NASHVILLE-DAVIDSON COUNTY, TN. 01/23/2001  
 OWNERSHIP - 086-03-0 022.00

PROP ADDR 4232 SADDLEBROOKE PL HERMITAGE, TN

* HILL, TIMOTHY P. & DEBBIE C.	DB- 00009456 PG- 0000519
	DA: 09/01/1994
SAME AS PROPERTY	
SALE PRICE- 128,500	SALE CD- Q V/I- I
* GROOVER, RONALD P. ET UX	DB- 00007308 PG- 0000413
	DA: 07/24/1987
SAME AS PROPERTY	
SALE PRICE- 114,000	SALE CD- Q V/I- I
* J & L BUILDERS	DB- 00006859 PG- 0000701
	DA: 05/15/1986
6052 PORT ANADARKO DR	HERMITAGE, TN

LAST PAGE - NO MORE OWNERSHIP HISTORY

## Exhibit 10

# Davidson Co. Register of Deeds - Public Access

C---Current tax screen providing the tax amounts due for the current tax year. (See Exhibit 11)

Page: 1 Document Name: untitled							
TR01 *	TAX ACCOUNTING - NASHVILLE-DAVIDSON COUNTY, TN.						01/23/2001
086-03-0 022.00							04D 91809
	4232 SADDLEBROOKE PL						
	HERMITAGE, TN						
LOT 10 SADDLEBROOKE							.47 ACRES
2000 HILL, TIMOTHY P.& DEBBIE C.							038X151XIRR
	09/01/94 DB- 00009456 PG- 0000519						
4232 SADDLEBROOKE PL				* STATUS-		TYPE-	
HERMITAGE, TN				37076 PC#			
				PHONE			
CL %	LAND	IMPROVEMENT	TOTAL	APPLIED	ST		
R 25	25,000	124,500	149,500		MET		
	6,250	31,125	37,375	ST PAID	DIF		
* BEGINNING		ADJUSTED	PRV. PAYMENT	PAYMENT-1	PAYMENT-2	BALANCE DUE	
1,267.01		.00	.00	633.51	633.50	.00	
* 2000-231-839-00				12/26/2000	12/26/2000		
				RT RA 01322	RT RA 01322	.00	
MTG- RT RA05040449 PREVIOUS- RZ				NO MORE TAX ACCOUNTING INFO			
NO PRIOR YEAR DELQ. TAXES							

**Exhibit 11**

# Davidson Co. Register of Deeds - Public Access

D---Delinquent tax screen showing any delinquent taxes outstanding. (See exhibit 12)

Page: 1 Document Name: untitled

---

DQ22 \* DELINQUENT TAX ACCOUNTING - NASHVILLE-DAVIDSON COUNTY, TN. 01/23/2001  
DELINQUENT TAX STATEMENT

086-03-0 022.00  
OWNER- HILL, TIMOTHY P. & DEBBIE C. 04D 91809  
PROPERTY ADDRESS- 4232 SADDLEBROOKE PL  
PLAN- LOT 10 SADDLEBROOKE

YR	RULE NO.	CONTROL	BASE	P-I	ATTY	CLERK	PROC	TOTAL
----	----------	---------	------	-----	------	-------	------	-------

TOTAL DUE .00 .00 .00 .00 .00 .00 .00

MAKE CHECK PAYABLE TO THE CLERK & MASTER EXTRA COST .00  
NO DELINQUENT TAXES EXIST .00

## Exhibit 12

P---Property history screen showing the plat book and page or deed reference  
Numbers and a short legal description showing approximate size and acreage. (See  
Exhibit 13)

Page: 1 Document Name: untitled

---

LA97 \* LAND INFORMATION- NASHVILLE-DAVIDSON COUNTY, TN. 01/23/2001  
PROPERTY 086-03-0 022.00

\* 4232 SADDLEBROOKE PL H 37076 PB- 00006250 PG- 0000940  
DA 06/06/1986 SIZE 038X151XIR  
LOT 10 SADDLEBROOKE ACRES .47

LAST PAGE - NO MORE PROPERTY HISTORY

## Exhibit 13

# Davidson Co. Register of Deeds - Public Access

From these screens you may return to the Property Information screen by either typing Enter or “L” and Enter depending on which screen you are viewing.

From the Property information screen , you may return to the menu screen by typing “L” and Enter.

You may clear the screen by pressing the Pause/Break key on the upper right of the keyboard.

From a blank screen enter “LA99” and press Enter to access the LIS menu.

## **PRINTING TAX SCREENS**

To print a tax screen use the mouse to left click on the Printer Icon shown near the top left of the computer screen. **\*\*NOTE- THESE COPIES PRINT DIRECTLY TO THE PRINT CENTER NOT INTO AN EXISTING PRINT SESSION. THERE WILL BE NO NOTIFICATION OF PRINTING. CHECK WITH THE PRINT CENTER FOR YOUR COPIES.**

In some cases the right portion of the Tax Screen will be cropped. This is due to the file Page setup parameters. To change the page setup to prevent cropping, mouse to the word File, to Page Setup, and locate on the bottom left portion of the window the options “Portrait” and “Landscape”. Select “Landscape” and click OK.

# Davidson Co. Register of Deeds - Public Access

## **APPENDIX 8**

### **ESCROW ACCOUNTS**

**TO:** Register of Deeds Office Clients

**FROM:** Bill Garrett

**RE:** Escrow Accounts

One of our goals in the Register of Deeds office is to record documents in the most efficient way possible. In an effort to better serve our customers, we now offer our clients the option of opening an escrow account with our office.

Customers with escrow accounts can write one check to be deposited in their escrow account. The account can be used for multiple copies and recording fees.

If authorized by your company, our office will also automatically debit or credit your escrow account for overages/shortages in recording fees of \$10 or less. This service can save time and postage because documents are recorded immediately instead of being returned for the proper payment.

The guidelines for escrow accounts are attached. To establish an account, please complete the attached form. Return the form with a check by mail or in person to Charles Snyder in the Register of Deeds office.

Please call me if you have any questions or concerns.

# Davidson Co. Register of Deeds - Public Access

## ESCROW ACCOUNT REQUIREMENTS

1. Escrow accounts shall commence with a written application, subject to approval by the Register, and a minimum singular deposit by check or money order of \$50. Escrow accounts may be accessed for both Recording Fees and copies. Patrons using escrow accounts to record documents may need to increase deposits according to projected usage.
2. Subsequent deposits shall also be by check.
3. Cash cannot be withdrawn from an account. Any reimbursements from the Register's office shall be by check, payable to the company whose name appears on the account record.
4. Escrow draws are for Register's office business ONLY.
5. Accounts that remain inactive for a period of ninety days shall be notified that closure will result unless activated within five days of said notice.
6. No escrow transaction will be processed without sufficient funds in the account.
7. Escrow account customers have the option of authorizing the Register of Deeds office to debit or credit their escrow account for any overages/shortages of less than \$10. This practice will save time and postage since documents can be recorded immediately.

Revised 4/8/02

# Davidson Co. Register of Deeds - Public Access

## **ESCROW ACCOUNT APPLICATION**

(Please type or print)

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Authorized Users**

**Unique Password (5-8 characters) for Each User**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Amount Attached \$** \_\_\_\_\_ **Check** \_\_\_\_\_ **Money Order** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Type or Print Authorized Signature**

**(Optional)**

By signing below, I authorize the Davidson County Register of Deeds office to debit or credit my escrow account for overages/shortages of \$10 or less.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Type or Print Authorized Signature**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Escrow ID:** \_\_\_\_\_

Revised 4/19/01

# Davidson Co. Register of Deeds - Public Access

## **Appendix 9**

### INTERNET SUBSCRIPTION APPLICATION

Dear Register of Deeds Customer,

With pleasure, the Davidson County Register of Deeds office announces the availability of property record information over the Internet. Beginning May 1, 2001, all documents recorded from 1964 to present will be available online.

Now you may research documents without having to leave your office. The ability to research documents from your desktop will save you time, eliminate the hassle and expense of parking, and eliminate the expense of printing copies.

The Register of Deeds office is now accepting applications for its Internet service. Enjoy all of the advantages of our Internet service for a subscription fee of \$100 per month or \$125 per month, plus a one-time nonrefundable application fee of \$25.

The subscription fee for the Davidson County Register of Deeds TrakRecord system with the Land Information System (LIS) is \$125. The subscription fee for the Davidson County Register of Deeds TrakRecord system is \$100 per month.

To subscribe, please fill out the enclosed application and send it with a check for the monthly subscription cost plus the \$25 application fee to the Davidson County Register of Deeds, 103 Metro Courthouse, Nashville, TN, 37201.

After processing the application, the Register of Deeds office will notify you of your user-id and password and provide instructions on how to begin using the Internet service.

Thank you for the opportunity to serve you. Please call us if you have any questions.

Sincerely,

Bill Garrett  
Register of Deeds.

# Davidson Co. Register of Deeds - Public Access

## **Internet Subscription Application**

(Please type or print)

**Name of Applicant:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**For what purpose will you be using this Internet Subscription?**

\_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Email for Billing:** \_\_\_\_\_

Please check the boxes that correspond to your request.

**TrackRecord System with Land Information System: \$125 per month**

**TrackRecord System only: \$100 per month**

**Pay by Check**     **Deduct from Escrow Account #** \_\_\_\_\_

In signing below, the applicant understands and agrees to the following:

1. All applicants must submit (by check or escrow) this application with the first month's subscription fee plus a \$25 nonrefundable setup fee. The setup fee will cover initial setup and training.
2. The subscription rate includes a single user license. Any attempt to share a user license will result in the revocation of that license.
3. The Davidson County Register of Deeds office will assign each licensed Internet user a userid and password.
4. Payment must be received by the fifth day of each quarter or month. Any license not paid in full by the fifth day will be disabled until receipt of payment.
5. The Davidson County Register of Deeds TrakRecord system Internet service will normally be available 24 hours per day except for periodically scheduled maintenance. However, it is understood that circumstances may arise that will interrupt the normal availability of the TrakRecord system.
6. The Land Information System is available from 8:00 A.M thru 6:00 P.M. Monday thru Saturday.
7. The Register of Deeds office is not responsible for any outage of a licensed user's Internet Service Provider (ISP).

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Updated 1/11/02

# Davidson Co. Register of Deeds - Public Access

## **APPENDIX 10**

### **INDEXING UPDATES**

Information for the retrieval of specially indexed or special handling documents in the recording system.

1. Restrictive Covenants: Searches must be done two ways;
  - A) Under the name of the Subdivision
  - B) Under the name of the Subdivision with an RES- prefix.

Ex; Saddlebrooke  
Res-Saddlebrooke

2. Churches: Searches must be done two ways;
  - A) Under the name of the church
  - B) Under the name of the church with a CH- prefix.

Ex; African Methodist Episcopal  
Ch-African Methodist Episcopal

3. Trusts – Indexed as entities not individuals. Enter the name in the last name field.
4. U.C.C.'s: Search U.C.C.'s by entering the Last,\_First Name in the last name field (individuals) as well as the method outlined on page 6 of this manual.
5. Records prior to 12/6/1999 recorded in the Trust Books showed a document Type of TB. That document type has been changed to DOT-TB and will sort to the end of the DOT instrument type on screen.
6. Miscellaneous Liens are indexed as follows;  
Grantor is the Lienee or Defendant\*\*  
Grantee is the Lienor or Plaintiff\*\*  
  
\*\*when Lien is adjudicated against the defendant.
7. Leases may be found under Doc Types: DB, AGRMTWARR, LEASE, LEASEBB & LEASECT
8. Storm Water Detention Agreements may be found under Doc Types: AGRMTWARR & ESMT.

## Davidson Co. Register of Deeds - Public Access

9. Subdivision Plats- Small Plats (8 ½ X 14) may be produced in Public Access. If a larger plat is desired, bring the Instrument Number of the document to the Copy Center. We can produce Plats up to 22" x 34".
10. Bonds to discharge liens may be found under doc types: RB, AGRMTWARR & RELBOND.
11. Storm Water Detention Agreements may be found under document types: DB, AGRMTWARR, AGRMTTRUST & EASEMENT. They are now filed as Easements.

Revised 6/26/02