



## Document Bulletin for Madison County, TN

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Madison County, TN is now electronically recording documents through CSC.

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

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

**General Requirements for all documents:**

- Top and Bottom Margin of 3” for first page. All other margins are 1” and for top and bottom of subsequent pages.
- Letter and Legal sized documents accepted.
- All documents require proper signatures, seal, and notary.
- eRecording hours 8:00 AM to 4:00 PM M-F

Note: The Tennessee General Assembly passed a new law affecting E-Filed documents. A "certification of electronic document" page is required per amendment (SA0241) to SB0317 to be notarized and attached at the end of the document to be filed. For any L3 submitted documents this template page has been added by CSC and will need to be signed. For any L2 submitted documents a certification of electronic document (see example below) will have to be signed and sent with the original documents. Also this new certification page is considered an additional page to the submission and fees will apply.

Document Type	Required Indexing and Attachment
AFFIDAVIT AGREEMENT APPOINTMENT OF TRUSTEE ASSIGNMENT CANCELLATION OF RELEASE CERTIFICATE OF PTNERSHIP CHARTER **DEED EASEMENT FIXTURE FIXTURE RELEASE FORECLOSURE COMMISSIONER DESIGNATION GREENBELT LEASE LIEN RELEASE MODIFICATION NEGATIVE PLEDGE NOTICE OF COMPLETION OPTION PARTIAL RELEASE POWER OF ATTORNEY RELEASE REVOCATION SUBORDINATION SURVEY TRUST +TRUST DEED	<p><b>Indexing for all document types:</b>            Grantor/Grantee            Certificate of Authenticity Attachment Option</p> <p><b>Additional Indexing:</b>            **Consideration            +Loan Amount</p>