

### **Who is the Register of Deeds in your county?**

Register: Debbie Tittle

Team Members: Chief Deputy Jaime Foss

Deputy Register Coretha Johnson

Deputy Register Madge Hall

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### **What is the mailing/ physical address?**

100 N Main Avenue, Suite 202, Erwin, TN 37650

P.O. Box 305, Erwin, TN 37650

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### **Is the Register's office open to the public now?**

Yes. We have a single-entry method in place at the present time through the back entrance of the Courthouse. An officer is there to assist citizens. We have installed glass barriers in the office for added protection. Masks are required.

Monday – Friday 9:00 am – 5:00 pm.

Lunch hours and Wednesday afternoons included.

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### **Are your records online for viewing?**

Yes, through our internet provider [www.titlesearcher.com](http://www.titlesearcher.com)

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### **How far back do your records go?**

Our registry records begin in 1876 and records are completely imaged. Indexing to those records begins in 1997 to present.

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## **What are the most common types of documents recorded in Unicoi County?**

- Deeds of Conveyance: Warranty Deeds, Quitclaim Deeds etc.
  - Deeds of Trust
  - Power of Attorney
  - Trust Documents
  - Assignments and Releases
  - Liens
  - Fixture Filings/UCC Filings
  - Military Discharge
  - Notice of Completion
  - Charters
  - Subdivision Plats and Boundary Surveys
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## **How much does it cost to record my Military Discharge?**

There is **NO** Charge to record military discharges. The Unicoi County Register of Deeds Office thanks you for your service.

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## **Will my Military Discharge be available for public viewing?**

No. Military Discharges are sequestered for 75 years from the date of recording and kept under lock and key in our office and not viewable with our online service.

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## **How can I get my name on the Veteran's Wall?**

Our office was instrumental in the establishment of the Veteran's Memorial and we will be happy to supply you with contact information of those who can assist you. Please call us at (423) 743-6104

Thank You for Your Service!

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### **Can I record my Last Will and Testament with your office?**

No. We advise you keep your LW&T in a safe place and that your executor/executrix be able to obtain it in at the time of your death.

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### **Can your office help me prepare my documents?**

No. We **strongly suggest** that you consult an attorney/title firm for any document preparation. This ensures your document/s meet all statutory requirements for recording and meet the needs of your intentions.

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### **I only have a copy of the document; can I record this?**

No. Only **original documents are** recordable. The **ONLY** copies that can be recorded are certified copies from a court or another county Register of Deeds office. All certified copies must have a signature and seal of the court or register's office it was obtained from.

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### **Is there a fee for recording my document?**

Yes. Please refer to the Fee Schedule or call our office at 423-743-6104 and we will be happy to calculate the recording costs for you!

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### **What methods of payment do you accept?**

Cash, check, major credit cards (3% service charge added to credit card transactions)

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### **How can I obtain a copy of my deed or other document pertaining to my property?**

Copies of your documents can be obtained either in person, email, fax or by mail by contacting our office (423) 743-6104. You can also visit the following website to view your documents: [www.titlesearcher.com](http://www.titlesearcher.com)

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### **Are there any restrictions on my property?**

Unless there is a specific reference cited in your deed for restrictions, we are not able to make this determination.

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### **Are there any liens against a piece of property?**

We **cannot** provide this information. Computers are available in our office for public use and our staff is available to help with navigation through the system. We do not perform title searches and can offer only the information that we can access without performing a title search. You can also visit our internet provider's website to view this information online at [www.titlesearcher.com](http://www.titlesearcher.com)

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### **I paid off my house, when will I get the title?**

The document which shows you own your property is called a Deed. This should have been given to you at the time of purchase. **We do not retain original documents.** If you need a copy, we are happy to make a copy from our records.

A Release Deed is filed in this office by your mortgage company upon payment in full. If you do not receive a recorded release deed from your mortgage company, call us to see if one has been recorded. If so, we can email, fax or mail you a copy (423-743-6104).

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### **Where do I get county subdivision regulations?**

Our office has copies that you may pick up or we can fax, email or mail them to you. You may call the regional planning office at (423) 722-5216 to discuss regulations and obtain more information on subdividing property.

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### **Can you provide me with a survey of my property or building plans?**

Building plans are not recorded documents. We do record plats of subdivisions which will provide you with lot size and any set back or easements at the time of recording. Boundary surveys are recordable but not always recorded.

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### **Where is my septic tank located on my property?**

All septic tank questions should be directed to the Tennessee Department of Environment and Conservation (TDEC). You may contact the Groundwater, Soil and Septic Systems Manager, J.K. Perkins at (423) 232-2291 or [James.Perkins@tn.gov](mailto:James.Perkins@tn.gov)

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### **Can you tell me who owns a piece of property and the value?**

No. The Assessor's office will be happy to assist you. Their number is (423) 743-3801.

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