Instructions for Register of Deeds’ Online Record Search

STEP 1:

Please select or copy and paste to your computer’s URL the Hamilton County Assessor’s link below to find the current owner’s Book & Page by using one of these search choices - the name of the property owner, address of the property, or the map, group, & parcel number of the property. Then the Book & Page number may be keyed into the Register’s Book & Page Search.

http://assessor.hamiltontn.gov/PropertyInquiry/InquiryHome/PropertySearch.aspx
STEP 2:

The Assessor’s query will look like this. One may search either the street name and numerical number, address, or the map & parcel number. Please do not key the street, drive, lane part of the street name.

```
<table>
<thead>
<tr>
<th>Parcel ID</th>
<th>Lot</th>
<th>Owner</th>
<th>Year</th>
<th>Total Value</th>
<th>Square Footage</th>
<th>Description</th>
<th>Sale</th>
</tr>
</thead>
</table>
```

*Searching requires only one complete field, but entering more information will narrow your results. Click here for help.*

Please enter search criteria...
STEP 3:

Please select the Sales Data Tab for Deed References for specific property.
## STEP 4:

The property sales data or prior title references of the property will appear and look like this:

<table>
<thead>
<tr>
<th>Sale Date</th>
<th>Sale Price</th>
<th>Legal Reference</th>
<th>Grantor Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/28/2009</td>
<td>$0</td>
<td>9047-0282</td>
<td>WALKER SHARON R</td>
</tr>
<tr>
<td>5/7/2009</td>
<td>$6,250</td>
<td>8922-0897</td>
<td>POSITIVE IMPACT INC ETAL</td>
</tr>
<tr>
<td>6/25/2004</td>
<td>$0</td>
<td>7288-0405</td>
<td>POSITIVE IMPACT INC ETAL</td>
</tr>
<tr>
<td>6/25/2003</td>
<td>$11,187</td>
<td>ITEM-0866</td>
<td>WALKER SHARON R</td>
</tr>
<tr>
<td>12/8/1999</td>
<td>$0</td>
<td>5500-0990</td>
<td>DILLARD HARRIS &amp; DELORES E</td>
</tr>
<tr>
<td>8/23/1991</td>
<td>$0</td>
<td>3884-0142</td>
<td>PARKER EVELYN R</td>
</tr>
<tr>
<td>1/1/1970</td>
<td>$14,000</td>
<td>1905-184</td>
<td></td>
</tr>
</tbody>
</table>
STEP 5:

Please select or copy and paste to your computer’s URL the link – http://register.hamiltontn.gov/RegisterHome/Home.aspx. Please select the Online Record Search link.
STEP 6:

Please type your User Name and Password to login.
STEP 7:

Please select what type search, Party, Property, or Book & Page Search. It is always easier to begin the property search by typing in the Book & Page of the specific property’s Deed as instructed in Steps 1 & 2 as shown above.
**STEP 8:**

The keyed Book & Page selection is shown below. GI is an abbreviation for General Index and with the arrow key beside it enables one to choose P% to key Plat Book and Page queries.
**STEP 9:**

The keyed Party (Name) Search screen is shown below. Please notice that a date range is needed or the system defaults from 7/1/1969 to present date & time. Please also note that a document group or document type may be selected for ease in finding a specific document.
**STEP 10:**

When the data appears select the book and page numbers so that the image will appear.
After Recording Return To:
BANK OF AMERICA, N.A.
CA 914-01-42 DOC PROCESSING
P.O.Box 10423
Van Nuys, CA 91410-0423

Prepared By:
TABITHA IRWIN
BANK OF AMERICA, N.A.

3443 COLONNADE PARKWAY
BIRMINGHAM
AL 35243-2356

The Maximum Principal Indebtedness for Tennessee recording tax purposes is $50,000.00

DEED OF TRUST ***

DEFINITIONS

Words used in multiple sections of this document are defined below and other words are defined in Sections 3, 11, 13, 18,
If you have a viewer problem, please call the ITS Helpdesk at 423-209-6299.

Notes:

The database is defaulted to search all documents, and search all grantors and grantees simultaneously. Please use the document group, or document or party type selections to narrow down the search parameters if needed.

When the information returns, please select the line and use the up and down arrow keys or the scroll bar on the right margin of the screen so that you may review the information quickly. Please select the line that has information needed so that it will display the detailed information.

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PH – 5-23-2011

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