

## Administrative Recording Requirements *State of Virginia*



**Marital State:** No

**Trust State:** Yes

**Mortgage State:** Yes

**Recording Structure:** 95 counties / Clerk of Circuit Court  
41 independent cities

**Required Statement:** If prepared in Virginia: "This document drafted by" name and address  
Return-to name and address is required on first page  
preparer".

**Reverse Mortgages:** "Deed of Trust is exempt from taxes imposed by Virginia Code Section 58.1-809"

**Warranty Deeds &** Require one of the following statements: a) "The title insurance underwriter is \_\_\_\_." or b) **Purchases:** "The existence of title insurance is unknown to the

### Cover Sheet Requirement:

Some counties require coversheets per list attached

### Formatting of Documents:

Format specified by statute

White, opaque, smooth 20 lb paper

8 1/2 x 11 or 8 1/2 x 14

All pages: 1" top, left and bottom margins / 1/2" right margins

Some counties require additional space at the bottom of last page

Typed or computer generated, no carbon copies accepted

10 point font size, maximum 12 characters per inch

Black ink

Signatures must be in dark blue or black ink

Documents containing social security numbers will not be recorded All pages must be sequentially numbered

### Legal Description:

Required for all deeds and deeds of trust

Parcel number and Tax Map number required on first page of all documents

### Other Requirements:

All surnames within documents must be underlined and in all caps

All signatures must be legible or must include printed name underneath

Notary certification must include: date, title signature, commission, county, state, expiration date, with clear and seal that can be photo duplicated.

Notary signature must be on the same page as principal signature per Virginia Law

All indexed names must be labeled and listed in the first clause. Names and business names must be in caps or underlined

Grantor/Grantee name and address are required on face of all deeds

Trustee name(s) and address(es) are required on first page

Re-records require reason and page of original recording listed at top of document

Many counties require self-addressed stamped envelope

All tax exempt deeds must include exemption code on the first page

Deeds that are changing marital status require "Pursuant to Section 58.1-811"D" Code of Virginia 1950 as amended"

**Blanket Assignments:** Generally accepted for an additional fee

**Blanket Releases:** Generally accepted for an additional fee

**Completion Time:** 1 day - 6 weeks

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.

Recording Requirements are subject to change at any time without notice.

as of 4/23/2010

### Cities/Counties Requiring Cover Sheets:

Can be generated at: [www.landsystems.com](http://www.landsystems.com)

|  |   |
|--|---|
| <b>Albemarle County</b>                  | Bar code also required  |
| <b>Bristol City</b>                      |   |
| <b>Caroline County</b>                   |   |
| <b>Carroll County</b>                    |   |
| <b>Chesapeake City</b>                   | Bar code also required  |
| <b>Chesterfield County</b>               | Bar code also required  |
| <b>City of Charlottesville</b>           |   |
| <b>Fairfax County</b>                    | Bar code also required  |
| <b>Fredericksburg City</b>               | Bar code also required  |
| <b>Giles County</b>                      | Bar code also required  |
| <b>Henrico County</b>                    | Bar code also required  |
| <b>Montgomery County</b>                 | Bar code also required  |
| <b>Newport News</b>                      |   |
| <b>Norfolk City</b>                      | Bar code also required  |
| <b>Portsmouth City</b>                   | Bar code also required  |
| <b>Pulaski County</b>                    | Requires county cover sheet<br><a href="http://www.pulaskicounty.org/courts.htm">http://www.pulaskicounty.org/courts.htm</a>  |
| <b>Richmond County</b>                   | Bar code also required  |
| <b>Russell County</b>                    | Bar code also required  |
| <b>Spotsylvania County</b>               | Bar code also required  |
| <b>Suffolk County</b>                    |   |
| <b>Wise County</b>                       | Bar code also required  |
| <b><u>Virginia County Specifics:</u></b> |   |
| <b>Accomack County</b>                   | Tax map number is 15 digits   |
| <b>Campbell County</b>                   | Assistance finding tax map numbers is available by calling (434) 332-9568   |
| <b>Chesapeake</b>                        | Legal descriptions should read Chesapeake City<br>Re-Record changes must be initialed<br>Checks should be payable to Chesapeake City  |
| <b>Chesterfield County</b>               | 15 digit tax ID number is required immediately under top margin on upper left hand side of first page<br>Re-Records must be resigned and re-acknowledged  |
| <b>City of Alexandria</b>                | Non-identity affidavits cannot be recorded  |
| <b>Fairfax County</b>                    | Clarity copies are not accepted<br>Trust affidavits need to be recorded as separate documents with a cover sheet<br>For refinancing, must include copy of payoff and include exemption code on first page |
| <b>Gloucester County</b>                 | Tax Map Number required (not tax ID or parcel numbers) assistance is available by calling (804) 693-3451  |
| <b>Greene County</b>                     | Re-Records must be resigned and re-acknowledged   |
| <b>Hampton County</b>                    | All changes must be initialed   |
| <b>Henrico County</b>                    | Re-Records must be resigned and re-acknowledged   |
| <b>Meckenberg County</b>                 | Clarity copies are not accepted   |
| <b>Nelson County</b>                     | Manufactured Home Affidavits and Power of Attorneys must be recorded as separate documents  |
| <b>Prince William County</b>             | Requires 12 point font size<br>Does not record death certificates<br>Clarity copies are not accepted  |
| <b>Richmond City</b>                     | Tax Parcel number must be listed in the following format A000-1111-222  |
| <b>Richmond County</b>                   | Non-identity affidavits cannot be recorded  |
| <b>Rockbridge County</b>                 | Tax map number is 16 digits   |
| <b>Stafford County</b>                   | First page must include consideration and abbreviated legal description   |
| <b>Scott County</b>                      | Pin Number required. Must call Commissioner of Revenue to obtain (276) 386-7692   |
| <b>Suffolk County</b>                    | City account number required on the first page  |
| <b>Virginia Beach</b>                    | Virginia Beach GPIN number required call (757) 385-4181<br>9 point font size or 15 characters per inch  |
| <b>York County</b>                       | York County GPIN number required call (757) 890-3720  |

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