



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

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

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

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

Cities/Counties Requiring Cover Sheets:

Can be generated at: www.landsystems.com

Albemarle County	Bar code also required
Bristol City	
Caroline County	
Carroll County	
Chesapeake City	Bar code also required
Chesterfield County	Bar code also required
City of Charlottesville	
Fairfax County	Bar code also required
Fredericksburg City	Bar code also required
Giles County	Bar code also required
Henrico County	Bar code also required
Montgomery County	Bar code also required
Newport News	
Norfolk City	Bar code also required
Portsmouth City	Bar code also required
Pulaski County	Requires county cover sheet http://www.pulaskicounty.org/courts.htm
Richmond County	Bar code also required
Russell County	Bar code also required
Spotsylvania County	Bar code also required
Suffolk County	
Wise County	Bar code also required

Virginia County Specifics:

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