

State of Virginia Administrative Recording Requirements:

Marital State: No

Trust State: Yes

Mortgage State: No

BASIC REQUIREMENTS:

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" maximum accepted

Non-standard fee:

- Not accepted

Margins:

- 1" All Sides

Print:

- Black ink/10 point font minimum

Preparer Info:

- Name, Title & Signature

Vesting:

- Trustee name accompanied by Virginia address

Marital Status:

- Not required

APN/PID Number:

- Required, first page
- Some counties require G-PIN # (see below in Special Characteristics)

Witnesses:

- None required

Printed names:

- Required below all signatures

Legal:

- Must accompany all instruments

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.
Always verify requirements and fees with the appropriate recording office.

As of May 5, 2017



Notary:

- Date of Acknowledge
- Expiration of Notary
- Stamp or Seal

FORM REQUIREMENTS:

Cover Sheet:

- Land Records Instruments Cover Sheet – Form A (bar-coded)
- Required for each document
- Prior Mortgage information

Deeds:

- Exemption code required for deed
- No form required
- Legal Description
- Previous Recorded Information Required

Refinance Information:

- New Lender/Same Lender?
- Payoff Amount
- Original loan, book & page

Lost Affidavit:

- Not accepted

Death certificate:

- No affidavit required

Power of attorney:

- Legal Description
- Must be original
- Must be notarized

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. Always verify requirements and fees with the appropriate recording office.
As of May 5, 2017



COMMON REJECTION REASONS:

- Cover sheet missing/incorrect
- APN number missing
- Trustee has non-Virginia address
- Notary issues

SPECIAL CHARACTERISTICS:

- Fairfax County requires special cover sheet: Fairfax County Land Records Cover Sheet
- Hanover, York, Loudoun counties require a GPIN # on the first page in addition to APN number
- Gloucester County requires that the APN number be referenced as "Tax Map Number"
- Suffolk and Spotsylvania County requires Assumption Balance on the cover sheet
- Suffolk County requires special nine (9) digit parcel number
- Floyd County does not require a cover sheet
- If borrower is refinance with the same lender, a Refinance Form must be completed. Fairfax County requires verbiage to appear on the instrument.

ADVANTAGE
TITLE, LLC

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.
Always verify requirements and fees with the appropriate recording office.
As of May 5, 2017