

Fees, Payment & Mailing Info



Fees:

- Recordation fees and taxes will vary, use [Virginia Judicial System's Circuit Court Deed Calculation](#) to help determine fees but please note the following:
 - If document has an oversized plat attached (larger than legal size 8.5" x 14"), please do not use the Deed Calculation site to calculate for the oversized pages as it is incorrect for our office. Calculate for the document itself without oversized pages and then add \$22 for each oversized page to be recorded.
 - Deeds and deeds of trust only for property located entirely within the City of Harrisonburg will be \$3 less than the fee calculator shows.
 - If a document with taxes being collected involves [multiple jurisdictions](#), percentages must be noted on the document, preferably on the first page. This includes if the document has property in both Rockingham County and the City of Harrisonburg.
 - Multiple fees will be assessed on documents that are multi-titles, i.e. Deed of Trust and Assignment of Rents & Leases, Deed of Subordination and Substitution of Trustee, etc. and the document will be indexed as each document type. The deed calculator will not calculate multi-titles together so you will need to calculate separately for each type or contact our office for guidance.
- Original documents that can be recorded on their own separately cannot be attached as an exhibit to another document unless it has been recorded in our office first.
 - Examples include but not limited to: attaching a power of attorney as an exhibit or an owner's consent and dedication vs. a standard plat attached.
- There is a \$2.50 fee per paper document filed in the office. This fee does not apply to e-recordings.

Payment Info:

We accept cash, checks, money orders and credit cards in office.

- Credit/debit cards are subject to a 4% surcharge.
- Checks or money orders can be made payable to Clerk of Court

Overage Policy:

If a check or money order is \$0.01-\$25.00 over, the overage is automatically put into overage/excess. If check or money order is over \$25.00, document(s) will be returned for a new check/money order. If the check is from an individual or company that has a prepaid house account, overages <\$25 will automatically be credited as an account payment and overages > \$25 can be credited as an account payment if requested.

Mailing Info:

Please send your documents, check or money order & a self-addressed stamped envelope for return to:

Rockingham County Circuit Court
Attn: Deed Room
80 Court Square
Harrisonburg, VA 22802

