



Recordation Requirements



In order for a document to be recorded, it must be one that is authorized by law to be recorded in the deed book and it must meet certain statutory provisions. Documents that do not meet the following requirements will not be recorded and will be returned with a rejection notice:

Cover Sheets: Not required

Recordation Standards:

Must meet all of the [Recordation Standards](#) regarding font size (9pt or larger), margins (1.25" top margin, 0.75" left, right & bottom margins), paper type, etc. Plats and other drawings have their own set of [standards](#).

Original Documents & Notary Requirements:

Writings presented for recordation shall be original documents, signed and properly acknowledged.

Virginia notaries require a seal.

Only black or dark blue ink for signatures is acceptable.

Documents using an electronic notary or remote online notary must be submitted electronically. See [e-Recording Partners Info](#) for companies that we partner with.

Name Formatting:

Any individual that will be indexed as a grantor or grantee must have their last name only either underscored or the last name must be the only part of the name written entirely in CAPITAL LETTERS. This includes trustees on certificates of satisfaction and trustees on deeds of trust as they are indexed parties. § 17.1-223

- Correct examples: John DOE / JOHN DOE / John Doe / John DOE SMITH / JOHN DOE SMITH / JOHN DOE-SMITH
- Incorrect examples: JOHN DOE / John DOE SMITH / John Doe Smith

All party names to be indexed must be typed. Handwritten names are not acceptable. If names cannot be typed on document, a typed cover sheet can be added.

The name of each party to such writing under whose name the writing is to be indexed as grantor, grantee, or both is listed in the first clause of the writing that identifies the names of the parties and identified therein as grantor, grantee, or both, as applicable.

Parcel IDs:

Parcel ID numbers/tax map numbers are required on the first page of deeds and deeds of trust and must be in proper format for indexing. This requirement does not apply for timeshare documents. See [Parcel ID Info](#) for more information. § 17.1-252

Consideration and Assessed Values:

Deeds must state the consideration and the total of the most recent tax assessment(s) on the first page in which taxes will be based on whichever value is greater, unless exemption codes are provided on first page. Timeshares documents do not require an assessment since individual assessments cannot be ascertained. § 17.1-223, § 58.1-801

- It is the submitter's responsibility to provide this information on the first page. If more than one parcel is involved, the total assessments for all parcels being transferred is required. Staff will not look up assessed value(s) for submitter. Public stations are provided, if needed, in the Deed Room. Staff will not write assessed value on any document that is missing it.
- 58.1-812(C) Any person who knowingly misrepresents the consideration for the interest in property conveyed by a deed or other instrument or any of the other information requested by the clerk of court pursuant to this section shall be guilty of a Class 1 misdemeanor. If an understatement of the consideration is false or fraudulent with intent to evade a tax, a penalty equal to 100 percent of the tax due on the understatement shall be added to the amount of the tax due, plus interest on the tax at a rate determined in accordance with § [58.1-15](#) from the time the tax was required by law to be filed until paid.

Exemption Codes:

If exempt, the code section(s) under which any exemption from recordation taxes and/or clerk's fee is claimed must be stated on first page of document. If cover sheet is provided, exemptions codes can be located on cover sheet or actual first page of document. § 17.1-223

- Two conflicting exemption codes should not be on the same document, i.e. do not have 58.1-803(D) (increase in amount borrowed) and 58.1-809 (no change/decrease in amount borrowed) on the same document as only one can apply to the document.

Multiple Jurisdictions:

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.

Miscellaneous under § 17.1-223(B):

The attorney or party who prepares the writing for recordation shall ensure that...

- (i) the social security number is removed from the writing prior to the instrument being submitted for recordation,
- (ii) a deed conveying residential property containing not more than four residential dwelling units states on the first page of the document the name of the title insurance underwriter insuring such instrument or a statement that the existence of title insurance is unknown to the preparer, and
- (iii) a deed conveying residential property containing not more than four residential dwelling units states on the first page of the document that it was prepared by the owner of the real property or by an attorney licensed to practice law in the Commonwealth where such statement by an attorney shall include the name and Virginia State Bar number of the attorney who prepared the deed, provided, however, that clause (iii) shall not apply to deeds of trust or to deeds in which a public service company, railroad, or cable system operator is either a grantor or grantee, and it shall be sufficient for the purposes of clause (iii) that deeds prepared under the supervision of the Office of the Attorney General of Virginia so state without the name of an attorney or bar number.