

TO RECORD A DOCUMENT IN THE DEED BOOK

The Deed Book is a part of the permanent land records for the county. To add someone's name to a deed or remove someone you must draw up a new deed. Chain of title is shown by recording new documents, not by changing existing ones. Once something has gone to record it is a permanent record.

Please seek legal advice as to the format of any permanent legal record you wish to record. There are certain legal requirements that the clerk's office considers, but legal sufficiency is up to the preparer of the document.

Recordation requirements:

- _____ Grantor/Grantee/Trustee needs to be included in the first clause of all forms of deeds and deeds of trust.
Pursuant to VA Code § 55-48 and/or VA Code § 55-58
- _____ Names to be indexed need to be legible.
Pursuant to VA Code § 55-106.5
- _____ Surnames only need to be underscored or written entirely in capital letters when they first appear in document.
Pursuant to VA Code § 17.1-223
- _____ The Code section under which any recordation taxes are claimed exempt needs to be clearly stated on the face of writing.
Pursuant to VA Code § 17.1-223
- _____ The name of the person or entity who drafted the document needs to be on the first page of the document, except for documents prepared outside of the Commonwealth of Virginia.
Pursuant to VA Code § 17.1-223
- _____ Each page of the instrument needs to be numbered.
Pursuant to VA Code § 17.1-223
- _____ All deeds of conveyance require a current address for the grantee.
Pursuant to VA Code § 17.1-223
- _____ No document containing a social security number will be accepted for recordation in the Deed Book.
Pursuant to VA Code § 17.1-227
- _____ Notary clause needs to be complete and correct.
Pursuant to VA Code § 17.1-223

If you require more information to correctly complete the notary clause please refer to the *Secretary of the Commonwealth's Notary Handbook*. It is available at:

<http://www.commonwealth.virginia.gov/OfficialDocuments/Notary/notary.cfm>

_____ Recordation fees need to be correct.

If you need to determine the correct amount please refer to the Supreme Court of Virginia's website <http://www.courts.state.va.us>

Deed Calculation is located under Case Information

Include the tax map number, preferably on the face of the document.

It is office policy that the sender of a document provide postage/envelope for its return.