

## e-Recording Documents and Indexing Specifications

Documents shall be accepted for filing according to the provisions of **Virginia** law.

Document types available for this program and indexing standards are selected by the CLERK and the CLERK has the right to make changes to any document and indexing procedure without notice. The approved document types can be found on the CLERK's website or can be obtained via inquiry at the CLERK's office.

The CLERK's office will accept the following documents electronically, with the following indexing data:

|        |   |
|--------|---|
| AFFID  | <p><b>Affidavit</b></p> <p>(1) Index name of individual who signs document as grantor and grantee</p> <p><b>Corrective Affidavit</b></p> <p>(1) Index as specified in the Corrective Affidavit</p> <p><b>Manufactured Home Affidavit</b></p> <p>(1) Index name of individual(s) who signs document as grantor and grantee</p>   |
| AGMT   | <p><b>Agreement (boundary agreements, prenuptial agreements, modifications, negative pledge agreements, right-of-way agreements and maintenance agreements)</b></p> <p>(1) If bilateral agreement or if agreement affects two pieces of property, index all parties as grantor and grantee</p> <p>(2) If unilateral agreement, index party who relinquished interest as grantor and party who gains interest as grantee</p> <p><b>Subordination Agreement</b></p> <p>(1) Index property owner(s) as grantor(s)</p> <p>(2) Index original beneficiary, if named on prior deed of trust, as grantor</p> <p>(3) Index original trustee, if named on prior deed of trust, as grantor</p> <p>(4) Index new beneficiary as grantee</p> <p>(5) Index new trustee, if named, as grantee</p> <p><b>Trust Agreement</b></p> <p>(1) Index creator of trust as grantor</p> <p>(2) Index trustee as grantee</p> <p>(3) Index beneficiary as grantee (optional)</p> <p>(4) Index name of trust as grantee</p> |
| AG TAX | <p><b>Tax Payment Agreement</b></p> <p>(1) Index taxpayer(s) as grantor</p> <p>(2) Index third party as grantee</p>   |

|               |  |
|---------------|--|
| AG TAX REL    | <p><b>Tax Payment Agreement Release</b></p> <p>(1) Index third party as grantor</p> <p>(2) Index taxpayer(s) as grantee</p>  |
| AMEND         | <p><b>Records Amendment</b></p> <p>(1) Index individual(s) who signs document as grantor</p> <p>(2) Index name(s) of any other individuals listed in the first clause of the instrument as grantee</p>   |
| ASMG          | <p><b>Assignment</b></p> <p>(1) Index property owner(s) as grantor</p> <p>(2) Index assignor as grantor</p> <p>(3) Index assignee as grantee</p> <p><b>Transfer (instrument transferring or assigning an interest under a deed of trust, mortgage or vendor's lien to a new party or holder of the note or other obligation)</b></p> <p>(1) Index individual who signs document as assignor, transferor, endorser or agent attorney as grantor</p> <p>(2) Index original payee as grantor</p> <p>(3) Index maker as grantor</p> <p>(4) Index name of assignee, transferee, or endorsee as grantee</p> <p><b>Assignment for the Benefit of Creditors</b></p> <p>(1) Index property owner as grantor</p> <p>(2) Index trustee as grantee</p> |
| CERT MERG     | <p><b>Certificate of Merger/Change of Corporate Name</b></p> <p>(1) Index previous business/corporate name as grantor</p> <p>(2) Index new business/corporate name as grantee</p>  |
| CERT PT SAT   | <p><b>Certificate of Partial Satisfaction</b></p> <p>(1) Index beneficiary, or in lieu of beneficiary, the first named trustee on the underlying deed of trust as identified on the certificate of partial satisfaction as grantor</p> <p>(2) Index name of each grantor on the underlying deed of trust as identified on the certificate of partial satisfaction as grantor and grantee</p>   |
| CERT SAT      | <p><b>Certificate of Satisfaction</b></p> <p>(1) Index name of each grantor on the underlying deed of trust as identified on the certificate of satisfaction as grantor and grantee</p> <p>(2) Index first named trustee on the underlying deed of trust as identified on the certificate of satisfaction as grantor</p>   |
| CERT TAKE/HWY | <p><b>Certificate of Take/Deposit Highway</b></p> <p>(1) Index property owner as grantor</p> <p>(2) Index Commonwealth Transportation Commission (or as otherwise indicated on instrument) as grantee</p>  |
| CERT TAKE/LOC | <p><b>Certificate of Take/Deposit Locality</b></p> <p>(1) Index property owner as grantor</p> <p>(2) Index locality (or as otherwise indicated on instrument) as grantee</p>   |
| CERT TRAN     | <p><b>Certificate of Transfer</b></p>  |

- (1) Index individual who signs document as assignor, transferor, endorser or agent attorney as grantor
- (2) Index original payee as grantor
- (3) Index name of maker as grantor
- (4) Index name of assignee, transferee, or endorsee as grantee

**COND SEPTIC**

**Conditional Septic Permit**

- (1) Index property owner as grantor and grantee
- (2) Index health department as grantee

**CONTRACT**

**Contract**

- (1) Index property owner as grantor
- (2) Index party purchasing rights or second party as grantee

**CORR**

**Correction or Modification (any document re-recorded to correct or add information)**

- (1) Index first party to document as grantor
- (2) Index second party to document as grantee

**DEATH DEED**

**Revocable Transfer on Death Deed**

- (1) Index transferor as grantor
- (2) Index beneficiary as grantee

**DECL**

**Condominium**

- (1) Index condominium as grantor and grantee
- (2) Index owner as grantor and grantee

**Restrictive Covenant**

- (1) Index property owner/developer and/or subdivision as grantor and grantee

**DEED**

**Deed (including Deed of Bargain and Sale)**

- (1) Index seller(s) as grantor
- (2) Index purchaser(s) as grantee

**Deed in Lieu of Foreclosure**

- (1) Index debtor as grantor
- (2) Index lienholder as grantee

**Deed with Life Estate Reserved**

- (1) Index property owner as grantor
- (2) Index recipient of property as grantee

**Deed with Vendor's Lien**

- (1) Index all parties as grantor and grantee

**Quit Claim**

- (1) Index party relinquishing interest in property as grantor
- (2) Index recipient of property or current property owner wishing to clear title as grantee

**Special Commissioner's Deed**

- (1) Index Special Commissioner, heir(s), deceased person(s), person(s) under a disability, co-owner(s), and any record title owner, if name(s) appears in the first clause of the instrument, as grantors
- (2) Index purchaser as grantee

**Tax Deed**

- (1) Index Special Commissioner and prior property owner (delinquent taxpayer) as grantor
- (2) Index purchaser as grantee

**Trustees Deed on Foreclosure**

- (1) Index trustee as grantor
- (2) Index previous property owner/mortgagor, if his/her name appears in the first clause of the instrument, as grantor
- (3) Index purchaser as grantee

DEED BURIAL

**Deed Burial Certificate**

- (1) Index name of cemetery or church as grantor
- (2) Index purchaser as grantee

DEED CONFIRM

**Deed of Confirmation**

- (1) Index first party to deed as grantor
- (2) Index second party to deed as grantee

DEED CORR

**Deed of Correction**

- (1) Index seller(s) or first party's name as grantor
- (2) Index purchaser(s) or second party's name as grantee

DEED DED

**Deed of Dedication**

- (1) Index party who dedicates property as grantor
- (2) Index party to use property as grantee

DEED EASEMENT

**Deed of Easement**

- (1) Index property owner as grantor
- (2) Index party to use property as grantee

DEED EXEMPT

**Deed of Contribution**

- (1) Index property owner as grantor
- (2) Index recipient of property as grantee

**Deed Establishing Boundary Line**

- (1) Index all parties as grantor and grantee

**Deed Exempt from Taxes - Deed of Distribution**

- (1) Index personal representative as grantor
- (2) Index decedent as grantor
- (3) Index surviving spouse and guardian of minor child(ren) as grantee

**Deed of Gift**

- (1) Index property owner as grantor
- (2) Index recipient of property as grantee

**Deed of Gift with Life Estate**

- (1) Index property owner as grantor
- (2) Index recipient of property as grantee

**Deed between Spouses**

- (1) Index both spouses as grantor
- (2) Index spouse(s) receiving interest as grantee

**Deed Conveying Property in Trust for Beneficiary**

- (1) Index party creating trust as grantor
- (2) Index trustee as grantee

**DEED EXCHANGE**

**Deed of Exchange**

- (1) Index all parties as grantor and grantee

**DEED NO FEE**

**Deed No Fee from the Commonwealth**

- (1) Index as specified in document

**DEED PARTITION**

**Deed of Partition**

- (1) Index all parties as grantor and grantee

**DEED PART REL**

**Deed of Partial Release**

- (1) Index property owner as grantor and grantee
- (2) Index trustee as grantor
- (3) Index lender as grantor, if beneficiary was indexed on deed of trust pursuant to Va. Code § 17.1-249 (B)

**DEED DIVORCE**

**Deed Pursuant to Divorce**

- (1) Index both spouses as grantor
- (2) Index spouse(s) receiving interest as grantee

**DEED REL**

**Deed of Release**

- (1) Index property owner as grantor and grantee
- (2) Index trustee as grantor
- (3) Index lender as grantor, if beneficiary was indexed on deed of trust pursuant to Va. Code § 17.1-249 (B)

**DEED SUB**

**Deed of Subordination**

- (1) Index property owner(s) as grantor
- (2) Index beneficiary, if named on prior deed of trust, as grantor
- (3) Index trustee, if named on prior deed of trust, as grantor
- (4) Index new beneficiary as grantee
- (5) Index new trustee, if named, as grantee

**DEED TIMBER**

**Deed Leasing or Conveying Timber**

- (1) Index property owner as grantor
- (2) Index party receiving rights as grantee

|               |   |
|---------------|---|
| DISCLAIM      | <p><b>Disclaimer</b></p> <p>(1) Index disclaimer as grantor</p> <p>(2) Index named affected parties as grantees</p>   |
| HMSTD DEED    | <p><b>Homestead Deed</b></p> <p>(1) Index name of property owner as grantor and grantee</p>   |
| LEASE         | <p><b>Lease Agreement/Memorandum</b></p> <p>(1) Index property owner as grantor</p> <p>(2) Index leasee as grantee</p>  |
| LEASE/COAL    | <p><b>Lease Agreement/Coal</b></p> <p>(1) Index property owner as grantor</p> <p>(2) Index party receiving rights as grantee</p>  |
| LEASE/TOWER   | <p><b>Lease Agreement/Communications Tower</b></p> <p>(1) Index property owner as grantor</p> <p>(2) Index party receiving rights as grantee</p>  |
| LEASE/EQUIP   | <p><b>Lease Agreement/Equipment or Antenna</b></p> <p>(1) Index property owner as grantor</p> <p>(2) Index party receiving rights as grantee</p>  |
| LEASE/GAS     | <p><b>Lease Agreement/Gas and Oil</b></p> <p>(1) Index property owner as grantor</p> <p>(2) Index party receiving rights as grantee</p>   |
| LEASE/MINERAL | <p><b>Lease Agreement/Mineral Rights</b></p> <p>(1) Index property owner as grantor</p> <p>(2) Index party receiving rights as grantee</p>  |
| LEASE/OUTDOOR | <p><b>Lease Agreement/Outdoor Advertising Sign</b></p> <p>(1) Index property owner as grantor</p> <p>(2) Index party receiving rights as grantee</p>  |
| LIEN          | <p><b>Lien by Property Owners' Association</b></p> <p>(1) Index debtor/property owner as grantor</p> <p>(2) Index association as grantee</p> <p><b>Lien for Assessment of Condominiums</b></p> <p>(1) Index unit owner/debtor as grantor</p> <p>(2) Index complex owner, association or developer as grantee</p> <p><b>Lien by Locality</b></p> <p>(1) Index property owner as grantor</p> <p>(2) Index locality as grantee</p> |

**Mechanics Lien**

- (1) Index general contractor/lien claimant as grantor and grantee
- (2) Index property owner/party for whom home construction/improvements were made as grantor
- (3) Index subcontractor/supplier (if applicable) as grantee

**Lien**

- (1) Index debtor/property owner as grantor
- (2) Index other party/lienor as grantee

LIS PEND

**Memorandum of Lis Pendens**

- (1) Index property owner/defendant in suit as grantor
- (2) Index plaintiff in suit as grantee

LIS PEND REL

**Memorandum of Lise Pendens Release**

- (1) Index plaintiff in suit as grantor
- (2) Index property owner/defendant in suit as grantee

LR NO FEE

**Land Records No Fee/Miscellaneous Commonwealth/County/Town Recording**

- (1) Index first party as grantor
- (2) Index second party as grantee

MINERAL DEED

**Mineral Deed (Oil, Gas, Coal)**

- (1) Index property owner as grantor
- (2) Index party receiving rights as grantee

NAME CHG

**Name Change – Court Certified (apart from divorce)**

- (1) Index original name as grantor
- (2) Index new name as grantee

NAME CHG DIV

**Court Order – Court Certified**

- (1) Index original name as grantor
- (2) Index new name as grantee

NOTICE

**Division Fence – Notice to Adjoining Land Owner(s)**

- (1) Index all parties as grantors and grantees
- (2) Index subcontractor/supplier (if applicable) as grantee

**Lien by Taxpayer (notice that back real estate taxes have been paid)**

- (1) Index person claiming lien as grantor and grantee
- (2) Index record title owner as grantor
- (3) Index co-owner(s) as grantor

**Notice**

- (1) Index all parties as grantors and grantees
- (2) Index subcontractor/supplier (if applicable) as grantee

|           |  |
|-----------|--|
| OPTION    | <p><b>Lease Option Agreement</b><br/> (1) Index property owner as grantor<br/> (2) Index leasee as grantee</p> <p><b>Land Records Option Agreement</b><br/> (1) Index all parties as grantor and grantee</p>   |
| ORDINANCE | <p><b>Ordinance of Vacation/Abandonment</b><br/> (1) Index locality and property owner(s) as grantor<br/> (2) Index street name/sub-division as grantor and grantee<br/> (3) Index recipient of property (if any) as grantee</p>   |
| ORDER     | <p><b>Annexation and Annexation Immunity Order</b><br/> (1) Index plaintiff as grantor<br/> (2) Index defendant as grantee</p> <p><b>Escheat Verdict</b><br/> (1) Index property owner as grantor<br/> (2) Index Commonwealth and escheator as grantee</p> <p><b>Order Confirming Certificate Amendment – Court Certified</b><br/> (1) Index property owner as grantor<br/> (2) Index Commonwealth/locality as grantee</p> <p><b>Condemnation Settlement Agreement – Court Certified</b><br/> (1) Index property owner as grantor<br/> (2) Index Commonwealth/locality/utility company as grantee</p> <p><b>Order Confirming Condemnation – Court Certified</b><br/> (1) Index petitioner as grantor<br/> (2) Index Commonwealth/locality/utility company as grantee</p> <p><b>Order Confirming Drawdown of Funds Deposited by Certificate of Take – Court Certified</b><br/> (1) Index petitioner as grantor<br/> (2) Index petitioner as grantee</p> <p><b>Order Affecting Title to Real Estate – Court Certified</b><br/> (1) Index parties as stipulated in the order, or index all parties as grantors and grantees</p> <p><b>Federal Order/Decree of Adjudication Affecting Title to Real Estate – Court Certified</b><br/> (1) Index previous owner/bankrupt party and trustee, if named in order/decreed, as grantor<br/> (2) Index new purchaser as grantee</p> <p><b>Order/Decree Affecting Title to Real Estate – Court Certified</b><br/> (1) Index parties as stipulated in order or all parties as grantor and grantee</p> <p><b>Order/Decree/Certificate Relating to Bankruptcy – Court Certified</b><br/> (1) If order or decree of discharge is filed, index bankrupt party as grantor and grantee<br/> (2) If certificate of commencement is filed, index debtor as grantor and trustee in bankruptcy as grantee</p> |

**Order Establishing a Drilling Unit – Virginia Gas and Oil Board**

- (1) Index respondent(s) as grantor
- (2) Index unit operator as grantee

OTHER

**Land Records Other – No Other Document Type Applies**

- (1) Index as specified in document

**Hazardous Waste Memorandum**

- (1) Index party responsible for hazardous waste site as grantor
- (2) Index Department of Waste Management as grantee

PART REL

**Partial Release (used to reconvey property from trustee to property owner)**

- (1) Index property owner as grantor and grantee
- (2) Index trustee as grantor
- (3) Index lender as grantor, if beneficiary was indexed on deed of trust pursuant to Va. Code § 17.1-249 (B)

PLATS

**Diagram, no larger than 8 ½ inches by 14 inches, with or without accompanying instrument, showing the location and boundaries of real property**

- (1) Index property owner(s) or name(s) on plat/map as grantor and grantee
- (2) Index subdivision, if applicable, as grantor and grantee

POA

**Power Of Attorney/Affidavit Confirming Authority**

- (1) Index property owner, principal or party appointing the agent as grantor
- (2) Index agent or party appointed to act for the principal as grantee

POA REV

**Power Of Attorney, Revocation**

- (1) Index agent for principal as grantor and grantee
- (2) Index principal as grantor and grantee

RESCISSION

**Rescission of Certificate of Satisfaction**

- (1) Index all parties as grantor and grantee

REFI

**Refinance Deed of Trust**

- (1) Index debtor as grantor
- (2) Index trustee as grantee

REL APPT

**Release of Power of Appointment**

- (1) Index powerholder as grantor
- (2) Index all other parties as grantees

RELEASE

**Release of Mechanics Lien/Other Obligations (includes release of a mechanic's lien, vendor's lien, option purchase, etc.)**

- (1) Index property owner(s) as grantor and grantee
- (2) Index claimant/obligee as grantor

RERECORD

**Land Records Re-Record**

- (1) Index instrument exactly as when first recorded

REV DEATH DEED

**Revocation of a Transfer on Death Deed**

- (1) Index transferor and beneficiary as grantor and grantee

|         |   |
|---------|---|
| SUB AIF | <p><b>Substitute Attorney in Fact</b></p> <p>(1) Index property owner, principal or party appointing the agent as grantor<br/> (2) Index agent or party appointed to act for the principal as grantee</p>   |
| SUB TR  | <p><b>Substitution of Trustees</b></p> <p>(1) Index former trustee as grantor<br/> (2) Index property owner as grantor<br/> (3) Index lender as grantor<br/> (4) Index new trustee as grantee</p>   |
| TR CORR | <p><b>Deed of Correction (to fix property description or party names)</b></p> <p>(1) Index seller(s) name as grantor<br/> (2) Index purchaser(s) name as grantee</p>  |
| TRUST   | <p><b>Deed of Trust</b></p> <p>(1) Index borrower/purchaser as grantor<br/> (2) Index first-named trustee as grantee</p> <p><b>Construction Loan Deed of Trust</b></p> <p>(1) Index borrower/purchaser as grantor<br/> (2) Index first-named trustee as grantee<br/> (3) If beneficiary to be indexed pursuant to Va. Code § 17.1-249 (B), index beneficiary as grantee</p> <p><b>Master Deed of Trust</b></p> <p>(1) Index all parties as grantor and grantee</p> <p><b>Master Mortgage</b></p> <p>(1) Index all parties as grantor and grantee</p> <p><b>Modification of Deed of Trust</b></p> <p>(1) Index debtor as grantor<br/> (2) Index trustee or beneficiary as grantee</p> <p><b>Mortgage</b></p> <p>(1) Index the property owner/debtor ("mortgagor") as grantor<br/> (2) Index the beneficiary ("mortgagee") as grantee</p> <p><b>Open or Revolving Credit Line</b></p> <p>(1) Index borrower/purchaser as grantor<br/> (2) Index first-named trustee as grantee</p> <p><b>Public Utility Indenture</b></p> <p>(1) Index utility as grantor<br/> (2) Index first-named trustee as grantee</p> <p><b>Reverse Mortgage</b></p> <p>(1) Index borrower/purchaser as grantor<br/> (2) Index first-named trustee as grantee</p> |

TRUST EX

**Additional/Supplemental Security**

- (1) Index borrower/purchaser as grantor
- (2) Index beneficiary or trustee as grantee

**Land Records Deed of Trust Exempt from Taxation**

- (1) Index first party as grantor
- (2) Index second party as grantee

TRUST SUP

**Supplemental or Wrap Around Deed of Trust**

- (1) Index debtor as grantor
- (2) Index trustee or beneficiary as grantee
- (3) Index lender as grantor, if beneficiary was indexed on deed of trust pursuant to Va. Code § 17,1-249 (B)

The CLERK's office will not accept the following documents electronically:

**Deed of Assumption**

**Deed of Gift with Assumption**

**Deed, where only one party is exempt from recording tax**

**Modification of Deed of Trust, where the amount involved is greater than \$10,000,000**

**Multi-jurisdictional recording (including, but not limited to, deeds and deeds of trust)**

**Oversized plat that is larger than 8 ½ by 14 inches, including any document to which the oversized plat is attached**

The Clerk will reject documents submitted electronically if they do not meet the Virginia standards for recorded documents or cause the Clerk's records management system to generate incorrect recording taxes and fees due to any reason.