

Recordation Requirements for Land Records' Documents

All documents presented for recordation must meet the following requirements:

- Property must be in Fairfax County or Fairfax City and deeds must include a property description or address of the property. (§55-48)
- All Trusts must include the full residence or business address of the trustee or trustees, including the street address and zip code. (§55-58.1)
- Notarized documents must include the notary expiration date, the location of the act (i.e. Commonwealth of Virginia) and an acknowledgement statement. (§55-113)
- A clerk may refuse any document in which the name or names of the person under which the document is to be indexed is not legible or not provided. (§55-106.5)
- All documents to be recorded or docketed must be an original or first generation printed form, or **legible** copy thereof. (§55-108) **NO DOT MATRIX AND NO FAX PAPER WILL BE ACCEPTED.**
- On all refinance deeds of trust with the same lender, the refinancing statement must be on the **first page** of the trust, preferably under the property description. This statement must include the book and page reference of the existing trust on record, specifically state “refinance with the same lender” and certify the amount of original debt. (§58.1-803D) A payoff statement must also accompany this document.
- The **last name** of both grantors and grantees must be underlined or capitalized wherever first mentioned in each document. (§17.1-223)
- Pages must be numbered sequentially on all documents. (§17.1-223)
- Appropriate references to the Code of Virginia are required on the first page of each document when claiming exemptions from recordation taxes. (§17.1-223) Code sections relating to recordation taxes and exemptions start at §58.1-800.
- Names of all grantors and grantees must be listed in the document. (§17.1-223)
- The name of the individual, firm, company or entity that prepared the document must be provided on the first page of the document. (§17.1-223)
- All Deeds require a grantee's current business or residence address in the **left-hand** margin of the **first page** of the document. (§17.1-223)
- All names indexed must appear in the **first** clause of the document. (§17.1-227) There must be an indication as to which names are the grantors and which names are the grantees. The first clause should also include attorneys-in-fact, names of the deceased, all aliases and all partners.

- A tax map number is required on all deeds or other instruments conveying or relating to an interest in real property. The tax map reference number should be typed in the **left-hand** margin of the **first page** of the document. (§17.1-252)
- Paper must be white and unglazed. Print must be black, solid and uniform. The print size must be 9 point or larger. The typing size may be elite (12 characters per inch) or pica (10 characters per inch).
- All signatures must be original and signed in ink. Names must be typed or printed under the signature. All signatures must be notarized. Court certified copies are acceptable with the appropriate clerk signature and seal.
- Paper size may be 8½ x 11 inches to 8½ x 14 inches.
- Paper margins must be a minimum of one inch (1”) on the top, left and bottom, and a minimum of one half inch (½) on the right.
- Plats must have a clear white background with dark blue or black inscriptions. Plat or map sizes must be between 8½ x 11 inches to 18 x 24 inches.
- Return name and address or your Land Records’ box number must be located on the **first page** of all documents, and a self-addressed, stamped envelope of sufficient size must also be included.
- The consideration and the assumption balance (if applicable) should be typed or written in the **left margin** of the **first page** of all deeds.
- If an exemption is claimed for a refinance with same lender under Virginia Code section 58.1-803(D), a copy of the payoff statement must be presented at the time of recording. (Memo from the Clerk of the Court, June 12, 1997.)