

## Indexing Guidelines by Document Type

Instrument Type	Doc Code	Description	Grantor	Grantee	Consideration	Original Book & Page
<b>Affidavit</b>	AF0	A document in which the signer swears under oath that his/her statements are true.	All parties	NONE flagged as a Firm	None	None
Affidavit Correction	AF1		All parties	NONE flagged as a Firm	None	Yes
Affidavit Modification	AF2		All parties	NONE flagged as a Firm	None	Yes
Affidavit Release	AF3	A document that releases an Affidavit.	Signature name	NONE flagged as a Firm	None	Yes
Lost Assignment Affidavit	AF0	A document that contains a statement from the current lender that the original Assignment of Trust was lost/misplaced prior to recording.	Borrower, current lender & original lender	NONE flagged as a Firm	None	None
Power of Attorney Affidavit	AF0		All parties	NONE flagged as a Firm	None	None
Power of Attorney Affidavit Release	AF3		Signature name & party authorizing Power of Attorney	NONE flagged as a Firm	None	Yes
<b>Affidavit of Affixation</b>	AFA0	A document in which the signer swears under oath that his/her manufactured home is permanent and should be taxed as real property.	All parties	NONE flagged as a Firm	None	None
Affidavit of Affixation Correction	AFA1		All parties	NONE flagged as a Firm	None	Yes

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Affidavit of Affixation Modification	AFA2		All parties	NONE flagged as a Firm	None	Yes
<b>Affidavit to Sever Affixation</b>	AFSA0	A document in which the signer swears under oath that he/she seeks to sever his/her manufactured home from the real property.	All parties	NONE flagged as a Firm	None	Yes
Affidavit to Sever Affixation Correction	AFSA1		All parties	NONE flagged as a Firm	None	Yes
Affidavit to Sever Affixation Modification	AFSA2		All parties	NONE flagged as a Firm	None	Yes
<b>Agreement</b>	A0	A document in which two or more parties come to a mutual consent.	All parties	All parties	None	None
Agreement Confirmation	A7		All parties	All parties	None	None
Agreement Correction	A1		All parties	All parties	None	Yes
Agreement Modification	A2		All parties	All parties	None	Yes
Agreement Release	A3	A document that releases a previously recorded Agreement.	All parties	All parties	None	Yes
<b>Assignment</b>	ASG0	A document that transfers a right or a contract from one party to another.	Property owner & any party listed as assignor	Any party listed as assignee	None	Yes

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Assignment Correction	ASG1		Property owner & any party listed as assignor	Any party listed as assignee	None	Yes
Assignment Modification	ASG2		Property owner & any party listed as assignor	Any party listed as assignee	None	Yes
Assignment Release	ASG3	A document that releases a previously recorded Assignment.	Party signing the document	Party being released	None	Yes
Assignment of Rents Security Agreement	ASG0	A document that assigns rent to a lender.	Property owner	Lender	None	Yes
Assignment Supplemental	ASG5		Property owner & any party listed as assignor	Any party listed as assignee	None	Yes
<b>Assignment of Lease</b>		See Lease Assignment.				
<b>Assignment of Parking Space</b>		See Declaration Modification ( <i>Parking Space</i> ).				
<b>Assignment of Trust</b>	TASG0	A document that changes the holder of the note.	Borrower & current lender	Lender purchasing the trust or new lender	None	Yes
Assignment of Trust Correction	TASG1		Borrower & current lender	Lender purchasing the trust or new lender	None	Yes
<b>Assumption Agreement</b>	AA0	A document that states terms & conditions allowing a purchaser to assume an existing Trust.	Property owner & lender	Purchaser & lender	None	Yes

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Assumption Agreement Correction	AA1		Property owner & lender	Purchaser & lender	None	Yes
Assumption Agreement Release	AA3	A document that releases a previously recorded Assumption Agreement.	Lender	Property owner & purchaser	None	Yes
<b>Bill of Sale</b>	BOS0	A document that passes title of personal property from a seller to a buyer.	Property owner ( <i>seller</i> )	Purchaser	Yes	Yes
Bill of Sale Correction	BOS1		Property owner ( <i>seller</i> )	Purchaser	Yes	Yes
<b>Boundary Line Adjustment</b>		See Resubdivision.				
<b>Bylaws</b>	BL0	A document that states conditions & rules by which a Homeowners Assoc. or Unit Owners Assoc. operates.	All parties having an interest	Subdivision or Condominium name	None	None
Bylaws Correction	BL1		All parties having an interest	Subdivision or Condominium name	None	Yes
Bylaws Modification	BL2		All parties having an interest	Subdivision or Condominium name	None	Yes
<b>Certificate</b>	CERT0	See below for different certificate types.	Property owner	Commonwealth of VA or Board of Supervisors	None	None
Certificate Correction	CERT1		Property owner	Commonwealth of VA or Board of Supervisors	None	Yes

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Certificate Modification	CERT2		Property owner	Commonwealth of VA or Board of Supervisors	None	Yes
Certificate of Release	CERT3	A document that releases a previously recorded Certificate.	Commonwealth of VA or Board of Supervisors	Property owner	None	Yes
<b>Certificate Types:</b>						
	CERT0	<b>Certificate of Completion:</b> A document recorded upon the completion of any public use project in which a portion of private property was acquired by certificate	Property owner	Commonwealth of VA or Board of Supervisors	None	Yes
	CERT0	<b>Certificate of Deposit:</b> A document in which money is given to the courts for disbursement.	Property owner	Commonwealth of VA or Board of Supervisors	None	None
	CERT0	<b>Certificate of Take:</b> A document in which the Commonwealth of Virginia determines that it is necessary to take real property for road improvement.	Property owner	Commonwealth of VA or Board of Supervisors	None	None
<b>Certificate of Amendment</b>		See Notice for Certificate of Amendment.				

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<b>Certificate of Commencement of Bankruptcy Proceeding</b>		See Notice for Certificate of Commencement of Bankruptcy Proceeding.				
<b>Certificate of Extension</b>	CE0	A document that extends the statute of limitations time limit to enforce the repayment of a Deed of Trust whose maturity date has passed but has not been paid off (§8.01-241).	Guarantor of the loan <i>(usually the homeowner)</i>	First named trustee on the original deed of trust	None	Yes
Certificate of Extension Correction	CE1		Guarantor of the loan <i>(usually the homeowner)</i>	First named trustee on the original deed of trust	None	Yes
<b>Certificate of Satisfaction</b>	CS0	A document in which the lender releases a previously recorded Trust.	First trustee listed	Borrower	None	Yes
Certificate of Satisfaction Correction	CS1		First trustee listed	Borrower	None	Yes
<b>Certificate of Satisfaction Rescission/Vacation</b>	AF0	A document in which the lender rescinds a previously recorded Certificate of Satisfaction.	Signing bank & borrowers	NONE flagged as Firm	None	Yes
<b>Certificate of Transfer</b>		See Assignment of Trust.				

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<b>Confirmation Deed</b>	CFD0	A document in which the parties involved clarify real property ownership to clear up a chain of title.	All parties originally listed as owners or having an interest in the property.	All parties now being confirmed as the owners of the property.	None	Optional
Confirmation Deed Correction	CFD1		All parties originally listed as owners or having an interest in the property.	All parties now being confirmed as the owners of the property.	None	Yes
<b>Contract</b>	C0	A document between two or more parties ( <i>typically a Contract for Sale</i> ) - purchaser agrees to buy and seller agrees to sell real property for the price and terms set out in the document.	Property owner or all parties	Purchaser or all parties	Yes	None
Contract Correction	C1		Property owner or all parties	Purchaser or all parties	Optional	Yes
Contract Modification	C2		Property owner or all parties	Purchaser or all parties	Optional	Yes
Contract Release	C3	A document releasing a previously recorded contract.	Purchaser or all parties	Property owner or all parties	None	Yes
<b>Corrective Affidavit</b>	COR0	A document, signed by an attorney, that corrects the legal description to a deed, deed of trust or mortgage.	The person identified in the affidavit as the grantor.	The person identified in the affidavit as the grantee.	None	Yes
Corrective Affidavit Correction	COR1		The person identified in the affidavit as the grantor.	The person identified in the affidavit as the grantee.	None	Yes

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Corrective Affidavit Modification	COR2		The person identified in the affidavit as the grantor.	The person identified in the affidavit as the grantee.	None	Yes
<b>Court Order</b>						
Court Order	O0	A document in which a judge decrees action(s) to be carried out on real property.	All parties unless otherwise stated in the order.	All parties unless otherwise stated in the order.	None	None
Court Order Correction	O1		All parties unless otherwise stated in the order.	All parties unless otherwise stated in the order.	None	Yes
Court Order Modification	O2		All parties unless otherwise stated in the order.	All parties unless otherwise stated in the order.	None	Yes
<b>Court Order types:</b>						
Court Order for a Name Change	O0	A document in which a judge allows an individual to change his/her name.	Old name ( <i>index full middle name if given</i> )	New name ( <i>index full middle name if given</i> )	None	None
Court Order for Name Change Correction	O1		Old name ( <i>index full middle name if given</i> )	New name ( <i>index full middle name if given</i> )	None	Yes
Court Order for Name Change Modification	O2		Old name ( <i>index full middle name if given</i> )	New name ( <i>index full middle name if given</i> )	None	Yes
Court Order Releasing a Mechanic's Lien	O0	A document in which a judge discharges a mechanic's lien.	All parties unless otherwise stated in the order.	All parties unless otherwise stated in the order.	None	Optional



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<b>Covenant</b>	COV0	A document that contains rules and restrictions governing the use of real property. <i>(Typically referring to lots/parcels.)</i>	Home Owners Assoc.	Subdivision name	None	None
Covenant Correction	COV1		Home Owners Assoc.	Subdivision name	None	Yes
Covenant Modification	COV2		Home Owners Assoc.	Subdivision name	None	Yes
Covenant Release	COV3	A document releasing a previously recorded Covenant.	Home Owners Assoc.	Subdivision name	None	Yes
Covenant Supplemental	COV5		Home Owners Assoc.	Subdivision name	None	Yes
Covenant for First Time Homebuyer Program	COV0	A document that contains rules and restrictions governing the use of real property Fairfax County Redevelopment & Housing Authority.	Purchaser <i>(first time homebuyer program)</i>	Subdivision, seller and Fairfax County <i>(first time homebuyer program)</i>	None	None
Covenant for First Time Homebuyer Release	COV3		Fairfax County <i>(first time homebuyer program)</i>	Buyer & subdivision name	None	Yes
Covenant Not to Encumber	COV0	A document that restricts the property owner from allowing additional liens to be placed on his/her real property.	Property owner & all signing parties	Lender	None	None
<b>Declaration</b>	DL0	A document that sets out the restrictions & rules governing the use of real property. <i>(Typically refers to condominium units.)</i>	Condominium Unit Owners Assoc.	Condominium name	None	None

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Declaration Correction	DL1		Condominium Unit Owners Assoc.	Condominium name	None	Yes
Declaration Modification	DL2		Condominium Unit Owners Assoc.	Condominium name	None	Yes
Declaration Modification ( <i>Parking Space</i> )	DL2	A document in which a unit owner conveys his/her parking space to another unit owner with the permission of the Unit Owners' Assoc.	Condominium Unit Owners Assoc. & assigning property owner	Condominium name & property owner receiving the assigned parking space.	None	Yes
<b>Dedication</b>	DN0	A document creating a new subdivision of lots/parcels.	Property owner & developer	Subdivision name ( <i>abbreviate as need</i> ) Ex: Springfield Estates Par 4 B1 7 Sec 4 Lots 1-44 & Outlot A	None	None
Dedication Correction	DN1		Property owner & developer	Subdivision name ( <i>abbreviate as needed</i> ) Ex: Springfield Estates Par 4 B1 7 Sec 4 Lots 1-44 & Outlot A	None	Yes
<b>Deed</b>	D0	A document that conveys real property from one party ( <i>seller</i> ) to another ( <i>purchaser</i> ).	Party selling ( <i>name of deceased when referenced</i> )	Party purchasing	Optional	Optional
Deed of Correction	D1		Party selling ( <i>name of deceased when referenced</i> )	Party purchasing	Optional	Yes
<b>Deed Types:</b>						

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Deed of Contribution	D0	A document in which individuals, partners or members of a corporation convey real property to the corporation itself.	Individuals, partners or officers of a corporation	Name of corporation to which parties are conveying real property	None	Optional
Deed of Contribution Correction	D1		Individuals, partners or officers of a corporation	Name of corporation to which parties are conveying real property	None	Yes
Deed of Dissolution	D0	A document that conveys real property from a corporation/partnership to another as a result of a corporation/partnership splitting up.	Corporation/partnership being dissolved	Corporation/partnership receiving the real property	None	Optional
Deed of Dissolution Correction	D1		Corporation/partnership being dissolved	Corporation/partnership receiving the real property	None	Yes
Deed of Distribution	D0	Generally, a deed conveying property from an estate or trust for the purpose of complying with a devise or bequest in the decedent's will or dispositive provision in the decedent's trust.	Party giving the property ( <i>Personal representative of a decedent's estate or trustee of the settlor's trust</i> )	Party receiving the property	None	Optional
Deed of Distribution Correction	D1		Party giving the property ( <i>Personal representative of a decedent's estate or trustee of the settlor's trust</i> )	Party receiving the property	None	Yes

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Deed of Exchange	D0	A document in which parties exchange ownership of real property.	All parties	All parties	None	Optional
Deed of Exchange Correction	D1		All parties	All parties	None	Yes
Deed in Lieu of Foreclosure	D0	A document in which the owner willingly conveys his/her interest in real property to the lender ( <i>usually due to financial difficulties</i> ).	Property owner	Lender	Yes	Optional
Deed in Lieu of Foreclosure Correction	D1		Property owner	Lender	Optional	Yes
Indenture Deed	D0	A document in which parties having different interests in real property agree to continue mutual obligations.	Indexed as indicated in the document	Indexed as indicated in the document	None	Optional
Indenture Deed Correction	D1		Indexed as indicated in the document	Indexed as indicated in the document	None	Yes
Land Grant Deed	D0	Escheat sale that is turned over to the Commonwealth of Virginia and sold by the Governor.	Commonwealth of VA & original owners	Purchaser	None	Optional
Deed of Partition	D0	A document that specifies who owns what portion of real property.	All parties	All parties	None	Optional
Deed of Partition Correction	D1		All parties	All parties	None	Yes

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Deed ( <i>Parking Space</i> )	D0	A document in which a unit owner sells his/her parking space to another unit owner with the permission of the Unit Owners' Assoc.	Unit Owners Assoc. & party selling	Condominium name & party purchasing	Optional	Optional
Deed ( <i>Parking Space Correction</i> )	D1		Unit Owners Assoc. & party selling	Condominium name & party purchasing	Optional	Yes
<b>Deed Between Married Individuals</b>	DBMI0	A document in which a married individual conveys real property to their spouse without consideration. ( <i>Must reference §58.1-810(3).</i> )	Party giving the property	Party receiving the property	None	Optional
Deed Between Married Individuals Correction	DBMI1		Party giving the property	Party receiving the property	None	Yes
<b>Deed of Gift</b>	DG0	A document in which one party conveys real property to another without consideration. ( <i>Must reference §58.1 811D.</i> )	Party giving the property	Party receiving the property	None	Optional
Deed of Gift Correction	DG1		Party giving the property	Party receiving the property	None	Yes
<b>Deed of Release</b>		See Release of Trust.				
<b>Deed of Trust</b>		See Trust.				

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<b>Disclaimer</b>	DISC0	A document in which a party renounces his/her responsibility or right of ownership in real property.	Signing party	NONE flagged as a firm	None	None
Disclaimer Correction	DISC1		Signing party	NONE flagged as a firm	None	Yes
<b>Disclosure Statement</b>		See Notice.				
<b>Easement</b>	E0	A document that details the right of access to real property between the owner and another party.	Property owner	Party receiving the easement	None	None
Easement Correction	E1		Property owner	Party receiving the easement	None	Yes
<b>Homestead Deed</b>	HD0	A document of exemption claimed during bankruptcy.	Party claiming the exemption	NONE flagged as a firm	None	None
Homestead Deed Correction	HD1		Party claiming the exemption	NONE flagged as a firm	None	Yes
Homestead Deed Modification	HD2		Party claiming the exemption	NONE flagged as a firm	None	Yes
<b>Indenture Deed</b>		See Deed.				
<b>Land Grant Deed</b>		See Deed.				

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<b>Lease</b>	L0	A document in which a party leases real property to another party, specifying the terms & conditions of the lease agreement.	Owner	Lessee	Yes	None
Lease Assignment	L4	A document in which a leasing party transfers the remainder of the lease to another party.	Borrower	Lender	None	Yes
Lease Correction	L1		Owner	Lessee	Optional	Yes
Lease Modification	L2		Owner	Lessee	Optional	Yes
Lease Release	L3	A document releasing a previously recorded Lease.	Lessee	Owner	None	Yes
<b>Lease Communications Equipment</b>	LCE0	A document in which a party leases space to another party to affix communication equipment or an antenna to a communications tower.	All parties	All parties	None with flat fees for taxes ( <i>State \$15.00, County \$5.00</i> )	None
Lease Communications Equipment Assignment	LCE4		All parties	All parties	None	None
Lease Communications Equipment Correction	LCE1		All parties	All parties	None	Yes
Lease Communications Equipment Modification	LCE2		All parties	All parties	None	Yes

Instrument Type	Doc Code	Description	Grantor	Grantee	Consideration	Original Book & Page
Lease Communications Equipment Release	LCE3	A document releasing a previously recorded Lease Communications Equipment Assignment.	All parties	All parties	None	Yes
<b>Lease Communications Tower</b>	LCT0	A document in which a party leases a communications tower or a communications tower site to another party.	All parties	All parties	None with a flat fees for taxes ( <i>State \$75.00, County \$25.00</i> )	None
Lease Communications Tower Assignment	LCT4		All parties	All parties	None	None
Lease Communications Tower Correction	LCT1		All parties	All parties	None	Yes
Lease Communications Tower Modification	LCT2		All parties	All parties	None	Yes
Lease Communication Tower Release	LCT3	A document releasing a previously recorded Lease Communications Tower.	All parties	All parties	None	Yes
<b>License</b>	LIC0	A document in which the property owner gives permission to another party to use his/her real property for a particular purpose-hunting or fishing.	Property owner	Party receiving permission	None	None
License Correction	LIC1		Property owner	Party receiving permission	None	Yes



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<b>Lien</b>	LN0	A document in which one party claims security for a debt upon the owner's real property. (Typically for unpaid fees to a Home Owners Association or Unit.)	Property owner	Name of party/assoc. placing the lien	None	None
Lien Correction	LN1		Property owner	Name of party/assoc. placing the lien	None	Yes
Lien Release	LN3	A document releasing a previously recorded Lien. <b>Exception:</b> Resolution Release (Community Improvement Assessment).	Name of assoc. placing the lien	Property owner	None	Yes
<b>Lis Pendens</b>	LP0	A document giving notice that a suit has been filed in Court, which may affect the title of real property.	All parties	All parties	None	None
Lis Pendens Correction	LP1		All parties	All parties	None	Yes
Lis Pendens Release	LP3	A document releasing a previously recorded Lis Pendens.	All parties	All parties	None	Yes
<b>Lost Assignment Affidavit</b>		See Affidavit.				

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<b>Mechanic's Lien</b>	ML0	A document creating a lien against real property for failure to pay for labor, services or supplies provided.	Property owner & any additional party listed	Party providing work, services or supplies	None	None
Mechanic's Lien Correction	ML1		Property owner & any additional party listed	Party providing work, services or supplies	None	Yes
Mechanic's Lien Release	ML3	A document releasing a previously recorded Mechanic's Lien.	Party providing work, services or supplies	Property owner & any additional party listed	None	Yes
<b>Merger</b>	MERG0	A document in which two or more companies join into one.	Name of the old company(ies)	Name of the new company	None	None
Merger Correction	MERG1		Name of the old company(ies)	Name of the new company	None	Yes
<b>Mine Reclamation Lien</b>	MRL0	Lien by the Commonwealth on land owned by the operator of mineral mining sites that is reclaimed by the Commonwealth.	Owners of the mineral mining sites	Commonwealth of Virginia	None	No
Mine Reclamation Lien Correction	MRL1		Owners of the mineral mining sites	Commonwealth of Virginia	None	Yes
Mine Reclamation Lien Release	MRL3		Owners of the mineral mining sites	Commonwealth of Virginia	None	Yes

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<b>Modification of Trust (a/k/a Trust Amendment)</b>	MODF0	A document that changes the terms or loan amount on a previously recorded trust.	Borrower & trustee(s) listed	Lender	None ( <i>only terms changed</i> ); Yes ( <i>if loan amount increased</i> )	Yes
Modification of Trust Correction	MODF1		Borrower & trustee(s) listed	Lender	None ( <i>only terms changed</i> ); Yes ( <i>if loan amount increased</i> )	Yes
<b>Mortgage</b>	M0	A document in which the owner borrows money and uses his/her real property as collateral.	Property owner	Lender	Yes	None
Mortgage Correction	M1		Property owner	Lender	Optional	Yes
Mortgage Modification	M2		Property owner	Lender	Yes ( <i>for increased loan amount</i> )	Yes
Mortgage Release	M3	A document releasing a previously recorded Mortgage.	Lender	Property owner	None	Yes

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<b>Negative Pledge Agreement</b>	A0	A document that requires the property owner, who borrows funds without security, to refrain from giving future lenders any security without the consent of the first lender.	Property owner & lender	Property owner & lender	None	None
<b>Notice</b>	NOT0	A document that provides the information that real property may be affected by a lawsuit or legal proceedings.	Party giving notice	Party receiving notice	None	None
Notice Correction	NOT1		Party giving notice	Party receiving notice	None	Yes
Notice for Certificate of Amendment	NOT0	A document that indicates a corporation or company has changed their name.	Name of the old corporation or company	Name of the new corporation/company	None	None
Notice Correction for Certificate of Amendment	NOT1		Name of the old corporation or company	Name of the new corporation/company	None	Yes
Notice for Certificate of Commencement of Bankruptcy Proceeding	NOT0	A document indicating that bankruptcy proceedings have commenced.	Property owner	NONE flagged as a firm	None	None

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Notice Correction for Certificate of Commencement of Bankruptcy Proceeding	NOT1		Property owner	NONE flagged as a firm	None	Yes
<b>Option</b>	OP0	A contract in which the landlord/owner is giving the tenant the choice to buy real property at a specified price during a stipulated period of time.	Landlord/property owner	Tenant	Yes	None
Option Correction	OP1		Landlord/property owner	Tenant	Optional	Yes
Option Release	OP3	A document releasing a previously recorded Option.	Tenant	Property owner/landlord	None	Yes
<b>Order</b>		See Court Order.				
<b>Permit</b>	PM0	A document in which an authorized public agency allows the property owner to take specific action in regards to his/her real property.	Property owner	FX CO ( <i>any County agency</i> ) or party giving permission	None	None
Permit Correction	PM1		Property owner	FX CO ( <i>any County agency</i> ) or party giving permission	None	Yes

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<b>Power of Attorney</b>	PA0	A document that authorizes a company or an individual to act on behalf of another party.	Party giving authority to an individual or company to act on their behalf	Party receiving authority to act on an individual's behalf	None	None
Power of Attorney Correction	PA1		Party giving authority to an individual or company to act on their behalf	Party receiving authority to act on an individual's behalf	None	Yes
<b>Power of Attorney Affidavit</b>		See Affidavit.				
<b>Power of Appointment Release</b>	PAR0	A document that releases a power of appointment.	Powerholder ( <i>the person receiving the power of appointment</i> )	The person giving the power of appointment	None	No, unless Power of Appt is subject to real estate
Power of Appointment Release Correction	PAR1		Powerholder ( <i>the person receiving the power of appointment</i> )	The person giving the power of appointment	None	Yes
<b>Quitclaim Deed</b>	QD0	A document changing the title or ownership of real property from a current owner to another party. Only quitclaim deeds between husbands and wives are exempt from recording taxes.	Party conveying interest	Party receiving interest	Yes unless between married individuals	Yes

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Quitclaim Deed Correction	QD1		Party conveying interest	Party receiving interest	Optional unless between married individuals	Yes
<b>Quitclaim Easement</b>	QE0	A document releasing a previously recorded Easement.	Party quitclaiming the easement	Property owner or any party previously giving the Easement	None	Yes
Quitclaim Easement Correction	QE1		Party quitclaiming the easement	Property owner or any party previously giving the Easement	None	Yes
<b>Reconveyance</b>		See Certificate of Satisfaction.				
<b>Refinance Trust</b>	RFT0	A document in which the purpose is to refinance an existing debt.	Borrowers	Trustees	Yes	Yes
Refinance Trust Correction	RFT1		Borrowers	Trustees	Optional	Yes
<b>Release of Trust</b>	R0	A document in which a trustee releases a previously recorded Trust.	Signing trustee(s)	Borrower	None	Yes
Release of Trust Correction	R1		Signing trustee(s)	Borrower	None	Yes
<b>Resignation of Trustee</b>	RT0	A document in which a trustee relinquishes his/her position as trustee.	Lender, borrower & resigning trustee(s)	Current trustee(s)	None	Yes
Resignation of Trustee Correction	RT1		Lender, borrower & resigning trustee(s)	Current trustee(s)	None	Yes

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<b>Resolution</b>	RESL0	A document in which an authorized association or agency takes action on real property.	Party affected	Party signing	None	None
Resolution Correction	RESL1		Party affected	Party signing	None	Yes
Resolution Release		See Lien Release.				
<b>Resubdivision</b>	RE0	A document that reorganizes previously dedicated real property into smaller portions.	Property owner/developers & any other party in the first paragraph	Name of the subdivision ( <i>abbreviate as needed</i> ) EX: Orange Hunt Estates, Par 4 BL 7 Sec 4 Lot 434 Outlot A	None	Yes
Resubdivision Correction	RE1		Property owner/developers & any other party in the first paragraph	Name of the subdivision ( <i>abbreviate as needed</i> ) EX: Orange Hunt Estates, Par 4 BL 7 Sec 4 Lot 434 Outlot A	None	Yes
<b>Revocation of Power of Attorney</b>	RPA0	A document that invalidates a previously Power of Attorney.	Party originally giving an individual or company authority to act on their behalf.	Party originally given authority to act on someone's behalf	None	Yes ( <i>If POA was recorded in Land Records</i> )



Instrument Type	Doc Code	Description	Grantor	Grantee	Consideration	Original Book & Page
Revocation of Power of Attorney Correction	RPA1		Party originally giving an individual or company authority to act on their behalf.	Party originally given authority to act on someone's behalf	None	Yes
<b>Revocation of Transfer on Death Deed</b>	DTDR0	A document that revokes a previously recorded Transfer on Death Deed.	Transferor	Beneficiary	None	Yes
Revocation of Transfer on Death Deed Correction	DTDR1		Transferor	Beneficiary	None	Yes
<b>Right of First Refusal</b>		See Agreement.				
<b>Subordination</b>	S0	A document indicating that one loan has priority over another loan(s).	Borrower, subordinating lender & trustee	Lender & trustee gaining priority	None	Yes
Subordination Correction	S1		Borrower, subordinating lender & trustee	Lender & trustee gaining priority	None	Yes
Subordination, Non Disturbance & Attornment Agreement	S0	A document that provides the continuation of lease on income producing real property in the event of foreclosure.	Tenant & landlord	Lender	None	Yes

Instrument Type	Doc Code	Description	Grantor	Grantee	Consideration	Original Book & Page
<b>Substitute Attorney in Fact</b>	SAIF0	A document which appoints a substitute attorney to be recorded in Land Records where the judgment is to be confessed.	Bank/defendant	Attorney being appointed	None	None
Substitute Attorney in Fact Correction	SAIF1		Bank/defendant	Attorney being appointed	None	Yes
<b>Substitution of Trustee</b>	ST0	A document in which the lender decides to remove the original trustee(s) and to appoint a new trustee(s).	Lender, borrower & original trustee(s)	New trustee(s)	None	Yes
Substitution of Trustee Correction	ST1		Lender, borrower & original trustee(s)	New trustee(s)	None	Yes
<b>Tax Payment Agreement</b>	TPA0	An agreement whereby a third party contracts with a taxpayer to pay to a county, city or town on behalf of the taxpayer any local taxes or other obligations due and owing.	Property owner/taxpayer	Third party that pays on taxpayer's behalf	None	None
Tax Payment Agreement Correction	TPA1		Property owner/taxpayer	Third party that pays on taxpayer's behalf	None	Yes
Tax Payment Agreement Release	TPA3	Release of an agreement whereby a third party contracts with a taxpayer to pay to a county, city or town on behalf of the taxpayer any local taxes or other obligations due and owing.	Third party that pays on taxpayer's behalf	Property owner/taxpayer	None	Yes

Instrument Type	Doc Code	Description	Grantor	Grantee	Consideration	Original Book & Page
<b>Transfer on Death Deed</b>	DTD0	A document that transfers real property from the owner to a designated beneficiary at the death of the grantor. This document must be recorded prior to the owner's death.	Transferor ( <i>owner</i> )	Beneficiary	None ( <i>unless money is being exchanged</i> )	None
Transfer on Death Deed Correction	DTD1		Transferor ( <i>owner</i> )	Beneficiary	None ( <i>unless money is being exchanged</i> )	Yes
<b>Trust</b>	T0	A document in which the owner conveys real property to a trustee(s) to be held as security for the benefit of the lender.	Property owner	First trustee listed	Yes	None
Trust Correction	T1		Property owner	First trustee listed	Optional	Yes
<b>Trust Agreement</b>	TA0	A document that describes terms & selects trustee(s) to hold real property in trust ( <i>revocable, irrevocable, inter vivos, living trust</i> ).	Property owner	Trustee(s) & the name of the living trust	None	None
Trust Agreement Correction	TA1		Property owner	Trustee(s) & the name of the living trust	None	Yes
Trust Agreement Modification	TA2	A document that amends a previously recorded Trust Agreement.	Property owner	Trustee(s) & the name of the living trust	None	Yes
<b>Trust Amendment</b>		See Modification of Trust.				

Instrument Type	Doc Code	Description	Grantor	Grantee	Consideration	Original Book & Page
Trust Assignment		See Assignment of Trust.				
Trust Modification		See Modification of Trust.				
Trust Supplemental	T5	A document in which the owner adds another piece of real property as additional security to an already recorded Trust.	Property owner	First trustee listed	Yes	Yes
Trustee's Deed	TD0	A document in which the lender requests that the authorized trustee(s) auction off the owner's real property due to his/her delinquent loan.	Signing trustee, property owner & any party assigning his/her bid.	Purchaser or winning party ( <i>highest bidder</i> )	Optional ( <i>Bid amount &amp; assessed value</i> )	Yes
Trustee's Deed Correction	TD1		Signing trustee, property owner & any party assigning his/her bid.	Purchaser or winning party ( <i>highest bidder</i> )	Optional ( <i>Bid amount &amp; assessed value</i> )	Yes
Trustee's Report	TR0	A document in which the trustee provides a final accounting of a foreclosure, detailing how the proceeds of the sale have been distributed.	Signing trustee, property owner & any party assigning his/her bid	Party acquiring the property	None	None

Instrument Type	Doc Code	Description	Grantor	Grantee	Consideration	Original Book & Page
Trustee's Report Correction	TR1		Signing trustee, property owner & any party assigning his/her bid	Party acquiring the property	None	Yes
<b>Vacation</b>	V0	A document that allows a previously dedicated road to be abandoned.	Signing party	Name of vacated road	None	None
Vacation Correction	V1		Signing party	Name of vacated road	None	Yes
<b>Violation</b>	VIOL0	A document in which an association or County agency specifies the declarations, covenants or ordinances which the property owner is breaking.	Property owner	FX CO ( <i>any county agency</i> ) or Association	None	None
Violation Correction	VIOL1		Property owner	FX CO ( <i>any county agency</i> ) or Association	None	Yes
Violation Release	VIOL3	A document releasing a previously recorded Violation.	FX CO ( <i>any county agency</i> ) or Homeowner's Assoc.	Property owner	None	Yes
<b>Waiver</b>	WAIV0	A document in which a party voluntarily relinquishes his/her rights or interest in real property.	All parties signing or giving up interest	None	None	None
Waiver Correction	WAIV1		All parties signing or giving up interest	None	None	Yes