

Fairfax County Land Records Indexing Guidelines by Document Type

Instrument Type	Doc Code	Description	Grantor	Grantee	Consideration	Book & Page (Original)
Affidavit ----- Affidavit Correction ----- Affidavit Modification ----- Power of Attorney Affidavit	AF0 ----- AF1 ----- AF2 ----- 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 of Affixation ----- Affidavit of Affixation Correction ----- Affidavit of Affixation Modification	AFA0 ----- AFA1 ----- AFA2	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 Release ----- Power of Attorney Affidavit Release	AF3 ----- AF3	A document that releases an Affidavit.	Signature name ----- Signature name & party authorizing Power of Attorney	NONE flagged as a Firm	None	Yes
Affidavit to Sever Affixation ----- Affidavit to Sever Affixation Correction ----- Affidavit to Sever Affixation Modification	AFSA0 ----- AFSA1 ----- AFSA2	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

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Agreement	A0	A document in which two or more parties come to a mutual consent.	All parties	All parties	None	None
----- Agreement Correction	A1					
----- Agreement Modification	A2					
----- Agreement Confirmation	A7					
Agreement Release	A3	A document that releases a previously recorded Agreement.	All parties	All parties	None	Yes
Assignment	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 (on document only)
----- Assignment Correction	ASG1					
----- Assignment Modification	ASG2					
----- Assignment Supplemental	ASG5					
Assignment of Lease		See Lease Assignment.				
Assignment of Rents Security of Agreement	ASG0	A document that assigns rent to a lender.	Property Owner	Lender	None	None
Assignment of Parking Space		See Declaration Modification (Parking Space).				
Assignment of Trust	TASG0	A document that changes the holder of the note.	Borrower & current lender	Lender purchasing the trust or new lender	None	Yes (on document only)
----- Assignment of Trust Correction	TASG1					
Assignment Release	ASG3	A document that releases a previously recorded Assignment.	Party signing the document	Party being released	None	Yes

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Assumption Agreement ----- Assumption Agreement Correction	AA0 ----- AA1	A document that states terms & conditions allowing a purchaser to assume an existing Trust.	Property owner & lender	Purchaser & lender	None	Yes (on document only)
Assumption Agreement Release	AA3	A document that releases a previously recorded Assumption Agreement.	Lender	Property owner & purchaser	None	Yes
Bill of Sale ----- Bill of Sale Correction	BOS0 ----- BOS1	A document that passes title of personal property from a seller to a buyer.	Property owner (seller)	Purchaser	Yes	Yes
Boundary Line Adjustment		See Resubdivision.				
Bylaws ----- Bylaws Correction ----- Bylaws Modification	BL0 ----- BL1 ----- BL2	A document that states conditions & rules by which a Homeowners Association or Unit Owners Association operates.	All parties having an interest	Subdivision or Condominium name	None	None
Certificate ----- Certificate Correction ----- Certificate Modification ----- Certificate of Release	CERT0 ----- CERT1 ----- CERT2 ----- CERT3	Certificate of Deposit: A document in which money is given to the courts for disbursement. Certificate of Take: A document in which the Commonwealth of Virginia determines that it is necessary to take real property for road improvement. Certificate of Release: A document that releases a previously recorded Certificate.	Property owner <u>Certificate of Release:</u> Commonwealth of VA or Board of Supervisors	Commonwealth of VA or Board of Supervisors <u>Certificate of Release</u> Property owner	None	None <u>Certificate of Release:</u> Yes
Certificate of Amendment		See Notice for Certificate of Amendment.				

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Certificate of Commencement of Bankruptcy Proceeding		See Notice for Certificate of Commencement of Bankruptcy Proceeding				
Certificate of Extension ----- Certificate of Extension Correction	CE0 ----- CE1	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 (usually the homeowner)	First named trustee on the original deed of trust	No	Yes
Certificate of Satisfaction ----- Certificate of Satisfaction Correction	CS0 ----- CS1	A document in which the lender releases a previously recorded Trust.	First trustee listed	Borrower	None	Yes
Certificate of Satisfaction Rescission/Vacation	AF0	A document in which the lender rescinds a previously recorded Certificate of Satisfaction.	Signing Bank & borrowers	NONE flagged as Firm	None	None
Certificate of Transfer		See Assignment of Trust.				
Confirmation Deed ----- Confirmation Deed Correction	CFD0 ----- CFD1	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 ----- Yes on latest deed referenced
Contract ----- Contract Correction ----- Contract Modification	C0 -----	A document between two or more parties typically a <i>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 Release	C3	A document releasing a previously recorded Contract.	Purchaser or all parties	Property owner or all parties	None	Yes

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Corrective Affidavit ----- Corrective Affidavit Correction ----- Corrective Affidavit Modification	COR0 ----- COR1 ----- COR2	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
Court Order ----- Court Order Correction ----- Court Order Modification	O0 ----- O1 ----- O2	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.	Yes	None
Court Order for a Name Change ----- Court Order for Name Change Correction ----- Court Order for Name Change Modification	O0 ----- O1 ----- O2	A document in which a judge allows an individual to change his/her name.	Old name (index full middle name if given)	New name (index full middle name if given)	None	None
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	Yes
Covenant ----- Covenant Correction ----- Covenant Modification ----- Covenant Supplemental	COV0 ----- COV1 ----- COV2 ----- COV5	A document that contains rules and restrictions governing the use of real property. (Typically referring to lots/parcels.)	Home Owners Association	Subdivision name	None	None

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Covenant (First Time Homebuyer Program)	COV0	A document that contains rules and restrictions governing the use of real property Fairfax County Redevelopment & Housing Authority.	Purchaser (first time homebuyer program)	Subdivision, Seller and Fairfax County (first time homebuyer program)	None	None
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
Covenant Release ----- Covenant Release for First Time Homebuyer	COV3	A document releasing a previously recorded Covenant.	Home Owners Association ----- Fairfax County (first time homebuyer program)	Subdivision name ----- Buyer & Subdivision Name	None	Yes
Declaration ----- Declaration Correction ----- Declaration Modification	DL0 ----- DL1 ----- DL2	A document that sets out the restrictions & rules governing the use of real property. (Typically refers to condominium units.)	Condominium Unit Owners Association	Condominium name	None	None
Declaration Modification (Parking Space)	DL2	A document in which a unit owner conveys his/her parking space to another unit owner with the permission of the Unit Owners' Association.	Condominium Unit Owners Association & assigning property owner	Condominium name & property owner receiving the assigned parking space	None	None
Dedication ----- Dedication Correction	DN0 ----- DN1	A document creating a new subdivision of lots/parcels.	Property owner & developer	Subdivision name (abbreviate as needed) EX: Springfield Estates Par 4 BI 7 Sec 4 Lots 1-44 & Outlot A	None	None ----- (Index the DEM # in the DEM field)
Deed ----- Deed of Correction	D0 ----- D1	A document that conveys real property from one party (seller) to another (purchaser).	Party selling (name of deceased when referenced)	Party purchasing	Yes	Optional ----- Yes

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Deed Between Married Individuals ----- Deed Between Married Individuals Correction	DBMI0 ----- DBMI1	A document in which a married individual conveys real property to their spouse without consideration. (Must reference §58.1-810(3).)	Party giving the property	Party receiving the property	None	Optional ----- Yes
Deed in Lieu of Foreclosure ----- Deed in Lieu of Foreclosure Correction	D0 ----- D1	A document in which the owner willingly conveys his/her interest in real property to the lender (usually due to financial difficulties).	Property Owner	Lender	Yes	Optional ----- Yes
Deed of Contribution ----- Deed of Contribution Correction	D0 ----- D1	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 ----- Yes
Deed of Dissolution ----- Deed of Dissolution Correction	D0 ----- D1	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 ----- Yes
Deed of Distribution ----- Deed of Distribution Correction	D0 ----- D1	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 (Personal Representative of Decedents' Estate or Trustee of the Settlor's Trust)	Party receiving the property	None	Optional ----- Yes
Deed of Exchange ----- Deed of Exchange Correction	D0 ----- D1	A document in which parties exchange ownership of real property.	All parties	All parties	None	None ----- Yes

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Deed of Gift	DG0	A document in which one party conveys real property to another without consideration. (Must reference §58.1 811D.)	Party giving the property	Party receiving the property	None	Optional
----- Deed of Gift Correction	DG1					----- Yes
Deed of Partition	D0	A document that specifies who owns what portion of real property.	All parties	All parties	None	None
----- Deed of Partition Correction	D1					----- Yes
Deed of Release		See Release of Trust.				
Deed of Trust		See Trust.				
Deed (Parking Space)	D0	A document in which a unit owner sells his/her parking space to another unit owner with the permission of the Unit Owners' Association.	Unit Owners Association & party selling	Condominium name & party purchasing	Yes	Optional
----- Deed (Parking Space) Correction	DL2					----- Yes
Disclaimer	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					
Disclosure Statement		See Notice.				
Easement	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					
Homestead Deed	HD0	A document of exemption claimed during bankruptcy.	Party claiming the exemption	NONE flagged as a firm	None	None
----- Homestead Deed Correction	HD1					
----- Homestead Deed Modification	HD2					

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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					----- 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
Lease	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 Correction	L1					
----- Lease Modification	L2					
Lease Assignment	L4	A document in which a leasing party transfers the remainder of the lease to another party.	Borrower	Lender	None	Yes (on document only)
Lease Communications Equipment	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 Flat Fee for taxes (State \$15.00, County \$5.00)	None
----- Lease Communications Equipment Assignment	LCE4					
----- Lease Communications Equipment Correction	LCE1					
----- Lease Communications Equipment Modification	LCE2					

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Lease Communications Equipment Release	LCE3	A document releasing a previously recorded Lease Communications Equipment Assignment.	All parties	All parties	None	Yes
Lease Communications Tower	LCT0	A document in which a party leases a communications tower or a communications tower site to another party.	All parties	All parties	None Flat Fee for taxes (State \$75.00, County \$25.00)	None
----- Lease Communications Tower Assignment	----- LCT4					
----- Lease Communications Tower Correction	----- LCT1					
----- Lease Communications Tower Modification	----- LCT2					
Lease Communications Tower Release	LCT3	A document releasing a previously recorded Lease Communications Tower.	All parties	All parties	None	Yes
Lease Release	L3	A document releasing a previously recorded Lease.	Lessee	Owner	None	Yes
License	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					

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Lien ----- Lien Correction	LN0 ----- LN1	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 Owners Association.)	Property owner	Name of party/Association placing the lien	None	None
Lien Release	LN3	A document releasing a previously recorded Lien. ----- Exception: Resolution Release (<i>Community Improvement Assessment</i>).	Name of Association placing the lien ----- Board of Supervisors	Property owner ----- Property owner	None ----- None	Yes ----- Yes
Lis Pendens ----- Lis Pendens Correction	LP0 ----- LP1	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 Release	LP3	A document releasing a previously recorded Lis Pendens.	All parties	All parties	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
Mechanic's Lien ----- Mechanics Lien Correction	ML0 ----- ML1	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 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
Merger ----- Merger Correction	MERGO ----- MERG1	A document in which two or more companies join into one.	Name of the old company(ies)	Name of the new company	None	None

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Mine Reclamation Lien	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					----- Yes
----- Mine Reclamation Lien Release	MRL3					----- Yes
Modification of Trust (a/k/a Trust Amendment)	MODF0	A document that changes the terms or loan amount on a previously recorded trust.	Borrower & Trustee(s) listed	Lender	None (for terms only) Yes (for increased loan amount)	Yes (on document only)
----- Modification of Trust Correction	MODF1					
Mortgage	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					
----- Mortgage Modification	M2					
Mortgage Release	M3	A document releasing a previously recorded Mortgage.	Lender	Property owner	None	Yes
Negative Pledge Agreement	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

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Notice ----- Notice Correction	NOT0 ----- NOT1	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 for Certificate of Amendment ----- Notice Correction for Certificate of Amendment	NOT0 ----- NOT1	A document that indicates a Corporation/Company has changed their name change	Name of the old corporation/company	Name of the new corporation/company	None	None
Notice for Certificate of Commencement of Bankruptcy Proceeding ----- Notice Correction for Certificate of Commencement of Bankruptcy Proceeding	NOT0 ----- NOT1	A document indicating that bankruptcy proceedings have commenced.	Property owner	NONE flagged as a firm	None	None
Option ----- Option Correction	OP0 ----- OP1	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 Release	OP3	A document releasing a previously recorded Option.	Tenant	Property owner/landlord	None	Yes
Order		See Court Order.				

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Permit ----- Permit Correction	PM0 ----- PM1	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 (any County agency) or party giving permission	None	None
Power of Attorney ----- Power of Attorney Correction	PA0 ----- PA1	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 Affidavit		See Affidavit.				
Power of Appointment Release ----- Power of Appointment Release Correction	PAR0 ----- PAR1	A document that releases a power of appointment.	Powerholder (the person receiving the power of appointment)	The person giving the power of appointment	None	No, unless Power of Appt. is subject to real estate
Quitclaim Deed ----- Quitclaim Deed Correction	QD0 ----- QD1	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 deed is between husband and wife	Yes
Quitclaim Easement ----- Quitclaim Easement Correction	QE0 ----- QE1	A document releasing a previously recorded Easement.	Party quitclaiming the easement	Property owner or any party previously giving the Easement	None	Yes (on document only)
Reconveyance		See Certificate of Satisfaction.				
Refinance Trust ----- Refinance Trust Correction	RFT0 ----- RFT1	A document in which the purpose is to refinance an existing debt.	Borrowers	Trustees	Yes	Yes (on document only)

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Release of Trust ----- Release of Trust Correction	R0 ----- R1	A document in which a trustee releases a previously recorded Trust.	Signing trustee(s)	Borrower	None	Yes
Resignation of Trustee ----- Resignation of Trustee Correction	RT0 ----- RT1	A document in which a trustee relinquishes his/her position as trustee.	Lender, borrower & resigning trustee(s)	Current Trustee(s)	None	Yes (on document only)
Resolution ----- Resolution Correction	RESL0 ----- RESL1	A document in which an authorized association or agency takes action on real property.	Party affected	Party signing	None	None
Resolution Release		See Lien Release.				
Resubdivision ----- Resubdivision Correction	RE0 ----- RE1	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 (abbreviate as needed) EX: Orange Hunt Estates Par 4 BL 7 Sec 4 Lot 434 Outlot A	None	Yes (on document only) ----- (Index the DEM # in the DEM field)
Revocation of Power of Attorney ----- Revocation of Power of Attorney Correction	RPA0 ----- RPA1	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 (on document only)
Revocation of Transfer on Death Deed ----- Revocation of Transfer on Death Deed Correction	DTDR0 ----- DTDR1	A document that revokes a previously recorded Transfer on Death Deed	Transferor	Beneficiary	None	Yes
Right of First Refusal		See Agreement.				

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Subordination ----- Subordination Correction	S0 ----- S1	A document indicating that one loan has priority over another loan(s).	Borrower, subordinating lender & trustee	Lender & trustee gaining priority	None	Yes (on document only)
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 (on document only)
Substitute Attorney-in-Fact ----- Substitute Attorney-in-Fact Correction	SAIF0 ----- SAIF1	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
Substitution of Trustee ----- Substitution of Trustee Correction	ST0 ----- ST1	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 (on document only)
Tax Payment Agreement ----- Tax Payment Agreement Correction	TPA0 ----- TPA1	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	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

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Transfer on Death Deed ----- Transfer on Death Deed Correction	DTD0 ----- DTD1	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 (Owner)	Beneficiary	None	None
Trust ----- Trust Correction	T0 ----- T1	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 ----- Yes (on document only)
Trust Agreement ----- Trust Agreement Correction	TA0 ----- TA1	A document that describes terms & selects trustee(s) to hold real property in trust (revocable, irrevocable, inter vivos, living trust).	Property owner	Trustee(s) & the name of the Living Trust	None	None
Trust Agreement Modification	TA2	A document that amends a previously recorded Trust Agreement.	Property Owner	Trustee(s) & the name of the Living Trust	None	None
Trust Amendment		See Modification of Trust.				
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 (on document only)
Trustee's Deed ----- Trustee's Deed Correction	TD0 ----- TD1	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 (highest bidder)	Yes (bid amount & assessed value)	None

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Trustee's Report ----- Trustee's Report Correction	TR0 ----- TR1	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
Vacation ----- Vacation Correction	V0 ----- V1	A document that allows a previously dedicated road to be abandoned.	Signing party	Name of vacated road	None	None
Violation ----- Violation Correction	VIOL0 ----- VIOL1	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 (any County agency) or Association	None	None
Violation Release	VIOL3	A document releasing a previously recorded Violation.	FX CO (any County agency) or Homeowner's Association	Property Owner	None	Yes
Waiver ----- Waiver Correction	WAIV0 ----- WAIV1	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