



# Recordation Requirements for the Madison County Circuit Court

In order for a document to be recorded, it must be one that is authorized by law to be recorded in the deed book and it must meet certain statutory provisions. Documents that do not meet the following requirements will not be recorded. §17.1-223, 17.1-227 and 17.1-229.

**Cover Sheets:** Not required in Madison County Circuit Court.

**Recordation Standards:** Must meet all the Recordation Standards regarding font size, margins, paper type, etc. Plats and other drawings have their own set of standards.

**Original Documents, Notary Requirements & Grantee Addresses:** Writings presented for recordation shall be original documents, signed and properly acknowledged. Only black or dark blue ink for signatures is acceptable. Documents using electronic notary or remote online notary must be submitted electronically. The grantees mailing address must be provided on deeds, deed of gifts, etc. All trustees on Deeds of Trust must be a resident of the Commonwealth of Virginia §55.1-317. Corrected documents must be reacknowledged.

**Name Formatting:** Any individual that will be indexed as a grantor or grantee must have their last name **only** either underscored or the last name must be the only part of the name written entirely in CAPITAL LETTERS. This includes trustees on certificates of satisfaction and trustees on deeds of trust as they are indexed parties. §17.1-223 All party names to be indexed must be typed. Handwritten names are not acceptable. If names cannot be typed on the document, a typed cover sheet can be added. The names of each party to such writing who is to be indexed as grantor, grantee, or both shall be listed in the first clause of the writing and shall be identified therein as grantor, grantee, or both, as applicable.

**Parcel IDs:** Parcel ID numbers/tax map numbers are required on the first page of all recorded instruments that identify real property and must be in proper format for indexing. §17.1-252.

**Consideration and Assessed Values:** Deeds must state the consideration and the total of the most recent tax assessment on the first page in which taxes will be based on whichever value is greater, unless exemption codes are provided on the first page.

It is the submitter's responsibility to provide this information on the first page. If more than one parcel is involved, the total assessments for all parcels being transferred is required. Staff will not look up assessed value(s) for submitter. Staff will not write assessed value on any document that is missing it.

**Exemption Codes:** If exempt, the code section(s) under which any exemption from recordation taxes and/or clerk's fee is claimed must be stated on the first page of the document. If a cover sheet is provided, exemptions codes can be located on the cover sheet or actual first page of the document. § 17.1-223 Two conflicting exemption codes should not be on the same document.

**Multiple jurisdictions:** If a document with taxes being collected involves multiple jurisdictions, percentages must be noted on the document, preferably on the first page.

**Miscellaneous under 17.2-223(B):** The attorney or party who prepares the writing for recordation shall ensure that (i) the social security number is removed from the writing prior to the instrument being submitted for recordation, (ii) a deed conveying residential property containing not more than four residential dwelling units states on the first page of the document the name of the title insurance underwriter insuring such instrument or a statement that the existence of title insurance is unknown to the preparer, and (iii) a deed conveying residential property containing not more than four residential dwelling units states on the first page of the document that it was prepared by the owner of the real property or by an attorney licensed to practice law in the Commonwealth where such statement by an attorney shall include the name and Virginia State Bar number of the attorney who prepared the deed, provided, however, that clause (iii) shall not apply to deeds of trust or to deeds in which a public service company, railroad, or cable system operator is either a grantor or grantee, and it shall be sufficient for the purposes of clause (iii) that deeds prepared under the supervision of the Office of the Attorney General of Virginia so state without the name of an attorney or bar number.

