

Loudoun County Clerk of the Circuit Court

Land Records Instruments Recording Requirements

Cover Sheets

Loudoun County does not require cover sheets (VA Code [§ 17.1-227.1](#)); cover sheet is counted as an additional page if the instrument includes one

Legibility. Original Document. Acknowledgments

Names of the parties to the instrument must be clearly legible (VA Code [§ 55.1-604](#)); parties shall be identified as grantors, grantees, trustee, beneficiary, etc. (VA Code [§ 17.1-249](#))

Instruments must be originally signed in dark blue or black ink and properly acknowledged (VA Code [§§ 55.1-600](#) and [55.1-606](#); [17VAC15-61-30](#))

Instruments must be notarized in accordance with the Virginia Notary Act (VA Code [§ 47.1-1](#) et seq.) to be accepted to record (VA Code [§ 17.1-223.C](#))

Notarized documents must include notarial statement of acknowledgement, the date of notarial act, location, expiration and photographically reproducible seal or stamp (VA Code [§§ 47.1-1](#) et seq. and [55.1-612](#))

Acknowledgments performed by persons authorized by law (other than notary public) must meet requirements as set out by VA Code [§ 55.1-616](#) et seq. & [10 U.S. Code § 1044](#)

Electronically notarized documents will only be accepted via e-recording (VA Code [§ 59.1-479](#) et seq.)

Recordation of Certified Copies

Only certified copies of instrument previously recorded with another county or corporation accompanied by lost note affidavit will be accepted to record; Loudoun County does not accept its own certified copies to record (VA Code [§ 55.1-607](#) & [AG Opinion to Ray Campbell, 2006](#))

Plats and Other Drawings

"Plat" means a drawing that shows one or more geometric relationships expressed by a bearing and a distance

"Other drawing" means any drawing that does not show a geometric relationship expressed by a bearing and a distance ([17VAC15-61-10](#))

Plats must be original, unreduced* and shall bear wet or electronically printed stamp and original signature of the preparer ([17VAC15-61-20](#) et seq.); lettering of the inscriptions shall be no smaller than .09 inch (2.29 millimeters) ([17VAC15-61-30](#) et seq.)

** If plat is presented as an exhibit in a reduced format (e.g. oversized plat presented in letter or legal size reproduction), **the exhibit must specify previous recording information for the oversized plat.***

Plats must be no larger than 18 x 24 inches ([17VAC15-61-20](#))

Plats can't contain any color (with the exception of highway plats); plats shall be black-line or blue line copy with uniformly white background, free of watermarks and background logos ([17VAC15-61-20](#))

Approval block, if applicable, must be signed by the appropriate party (VA Code [§ 15.2-2254](#))

Subdivision plat must be approved within the last six months ([§1243.13 of the Land Subdivision and Development Ordinance](#) for the County of Loudoun; respective ordinances for incorporated Towns)

Consideration and/or Applicable Exemptions

Pursuant to VA Code [§ 58.1-802A](#), consideration shall be stated on the first page of the deed and other instruments described in VA Code §§ [58.1-801](#) and [58.1-807](#); deeds conveying real property must also state the current fair market value (assessed value). Assessed value can be obtained from [Loudoun County Database of Real Property Assessment and Land Parcel Information](#)

Appraisal can be presented for review to determine if appraised value is to be used as “actual value of the property conveyed” for assessing taxes imposed by §§ [58.1-801](#) and [58.1-802](#). Appraisal shall be presented for review along with draft of the deed at least three business day prior to recording; both must be submitted to DEPT-CLERKCT-LANDRECORDS@loudoun.gov. The draft of the deed must list all three values (consideration, assessment and appraisal)

Exemption codes shall be listed on the first page of the document (VA Code [§ 17.1-227.1](#)); commonly used exemption codes are set forth by the [Code of Virginia \(Chapter 8 State Recordation Tax\)](#)

Description of the Property, GPIN and Jurisdiction

Property must be located in Loudoun County and deed must state jurisdiction ([VA Code § 55.1-300](#))

Instruments transferring interest in real property shall include a written description of the property (“legal description”)

GPIN shall be included on any deed or other instrument conveying or relating to an interest in real property (VA Code [§ 17.1-252](#)); GPIN must be listed in the proper 12-digit format (xxx-xx-xxxx-xxx)

Deed in Proper Form

Deed proper form is set out by VA Code [§ 55.1-300](#)

All deeds presented for recording shall list GPIN(s), Grantee's address, names of grantors and grantees, consideration, assessed and assumed value where applicable or an exemption code(s); it shall contain a legal description as well as it must be property executed and notarized

Deed of Trust in Proper Form

Deed of trust proper form is set out by VA Code [§§ 55.1-316](#) et seq.

All deeds of trust presented for recording must list names grantors, a Virginia trustee (full residence or business address of the trustee shall be stated), consideration and/or exemption codes with previously taxed amount and recording references when applicable

Recordation of Instruments Separately

All separately executed and notarized instruments “authorized by law” (VA Code §§ [17.1-223](#) & [17.1-229](#))* must be recorded separately ([AG Opinion to William Hall, 1985](#) & [AG Opinion to Hugh L. Stovall, 1977](#))

If such instrument is used as an exhibit, **it must bear a reference to previous recording with Loudoun County land records.*

Rejections

Common rejection reasons are:

- Failure to follow guidelines and requirements outlined above
- Document is not specifically authorized by law to be recorded (VA Code [§ 17.1-229](#))
- Entire SSN or its fragments included on the instrument (VA Code [§ 17.1-227](#))
- Subject property is located in another county;
- Incorrect fees; recording division will accept up to \$24.99 overage

Return of Documents

All documents submitted for recording in paper form should be accompanied by self-addressed prepaid mailing package

Rejected documents returned the same day with the mailing option provided by the submitter

Current processing time for paper recorded documents is one week; processing time may change without notice