

Loudoun County Clerk of the Circuit Court
Land Records Instruments Indexing Guidelines by Document Type

Document Type	Description	Recording Document Code	Grantor	Grantee	Consideration (when applicable)	Cross Reference (if provided)
Judgment Affidavit	A written or printed declaration or statement of facts, made voluntarily, and confirmed by oath or affirmation of the party making it, taken before an officer having authorization to administer such oath.	AF	Affiant	Affiant	None	Yes
Lost Note Affidavit/Mortgagee's Affidavit Alive & Well Affidavit/Missing Assignment Affidavit of Rescission (Affidavit)			Borrower(s) & Lender	Borrower(s) & Lender	None	Yes
Power of Attorney Affidavit			Affiant	Affiant	None	No
Trustee's Affidavit			Borrower(s) & Trustee	Borrower(s) & Trustee	None	Yes
Agreement	An instrument that specifies the interest in, or use of, real or personal property in an arrangement between two or more parties.	AG	All Parties	All Parties	Yes	No
Right of First Refusal			Purchaser(s)	Seller(s)	Yes	No
Lease Agreement	A document specifying an arrangement whereby one party conveys to another the right to use property for a specified period of time (a term of years).	AGL	Lessor	Lessee	Yes	No
Amendment	This instrument can be used to improve an instrument without changing it.	AMEND	<i>Indexed as original document</i>		None	Yes
Assignment (DOT)	A document that transfers one's rights under a contract to another.	ASGMT	Borrower(s) & Assigning Lender	New Lender	None	Yes
Assignment of Lease/Rents			Borrower(s)	Lender	None	Yes
Merger/Name Change	An instrument that specifies a change in a corporation's name. The name change may or may not be the result of a merger.	CM	Previous Business/Corporate Name	New Business/Corporate Name	None	No
Contract	A legally enforceable agreement affecting interest in or use of real or personal estate.	CONTRACT	Owner(s)	Purchaser(s)	Yes	No
Correction	A document correcting deficiency on the previously recorded document.	COR	<i>Indexed as original document</i>		Yes	Yes
Correction of Plat	A plat correcting deficiency on previously recorded plat.	COR-OPM	Title of Plat	Owner(s)	None	Yes
Deed of Covenants	A document that contains rules and restrictions governing the use of real property.	COV	Property Owner(s) (Declarant)/HOA	Subdivision	None	No
Certificate of Release/Partial Release	A document releasing previously recorded lien.	CR/CPR	Claimant/Name of Association	Owner(s)	None	Yes
Certificate of Satisfaction/Partial Satisfaction	An instrument declaring that all or a portion of one's mortgage has been satisfied.	CS/CPS	Trustee (first listed)/Lender	Borrower(s)	None	Yes
Certificate of Deposit	See <i>State Highway Certificate/Certificate of Take</i>	CHS	Owners(s)	Grantee(s)	None	Yes (HPB)
Certificate of Completion	Certificate is recorded upon completion of construction of any public use project for which a portion of private property was acquired; certificate of completion states that construction is complete and any temporary acquisitions have terminated.	CCMP	Condemnor	Owner(s)	None	Yes
Boundary Line Adjustment	A document that adjusts a boundary line. The adjustment may be based on a new survey, a relocation of a boundary line for purposes of a sale of property, or by a court order.	DBL	All Parties	Subdivision	Yes	Yes (plat; deed)
Declaration	A declarations for HOA and Condominiums (HOA's, UOA's); declaration of Affordable Dwelling Units Covenants (ADU Declarations).	DECL	Condo/Unit Owners Assoc	Declarant	None	Yes
Deed	An instrument specifying the conveyance of real or personal property from one party to another.	DEED	Grantor(s)	Grantee(s)	Yes	No
Deed (parking space, storage unit)			Grantor & UOA Name	Grantee & UOA Name	Yes	No
Transfer on Death Deed	An instrument whereby an individual creates a transfer of property on death. The document must be recorded prior to the death of the transferor.	DTD	Grantor(s)	Grantor(s) & Beneficiary(ies)	None	No
Deed in Lieu of Foreclosure	A deed recorded in which the debtor/owner of the property under a deed of trust conveys the property to the lending institution in lieu of a trustee's sale.	DLF	Grantor(s)	Grantee(s)	Yes	Yes
Deed of Foreclosure	An instrument that conveys title pursuant to a foreclosure on a deed of trust.	DTF	Trustee & Owner(s)	Grantee(s)	Yes	Yes
Deed of Correction	A deed correcting deficiency on previously recorded deed.	COR-DEED	Grantor(s)	Grantee(s)	Yes	Yes
Deed of Dedication	An instrument whereby an individual voluntarily conveys or "dedicates" his interest in or use of real estate to another, usually for a specific purpose.	DOD	Owner(s)	Developer & Subdivision	None	Yes (plat)

Deed of Easement	An instrument wherein one party allows all or a portion of his property to be used by another who needs to have access for a specific reason.	DE	Grantor(s)	Grantee(s)	Yes	Yes (plat)
Deed of Trust	A document in which the owner conveys real property to a trustee(s) to be held as security for the benefit of the lender.	DOT	Grantor(s)	Trustee (first listed)	Yes	No
Deed of Trust Correction	A deed of trust correcting deficiency on previously recorded deed of trust/refinance/modification.	DOT-COR	Grantor(s)	Trustee (first listed)	Yes	No
Deed of Trust Modification	A document that changes the terms or loan amount on a previously recorded trust.	DTM	Grantor(s)	Trustee (first listed)/Lender	Yes	Yes
Deed of Release/Partial Release	An instrument used to re-convey title from the trustee back to the property owner once the debt has been paid.	DR/DPR	Signing Trustee	Owner(s)	None	Yes
Deed of Subordination	An instrument wherein a lender or financial institution that has a previously recorded lien agrees to subordinate to a later recorded lien.	DS	Lender, Borrower(s) & Trustee (first listed)	New Lender & New Trustees	None	Yes
Deed of Subdivision	A document that reorganizes previously dedicated property into smaller parcels.	DV	Owner(s) & Subdivision Name	Owner(s), Subdivision Name, Grantee(s), Association Name	None	Yes (plat; deed)
Homestead Deed	A document that prevents creditors from attaching/levying one's personal property and equity in real estate.	DH	All Parties	All Parties	None	No
Memorandum of Lien	A list of property owners against whom the homeowners'/unit owners' association has placed property liens for failure to pay dues, maintenance fees, etc. Attorney's fees liens.	LIEN	Owner(s)	Association/Party Placing Lien	None	No
Notice of Lis Pendens	A written document giving notice that litigation affecting real estate is pending, including an action to enforce a zoning ordinance.	LPN	Owner(s)	Plaintiff(s)	None	No
Mechanic's Lien	A claim and/or notice placed against property by unpaid workmen or material suppliers.	ML	Owner & Contractor(s)	Claimant	None	No
Multi-Purpose Document	A document that carries multiple functions (e.g. Deed of Easement, Dedication, Subordination, Non Disturbance & Attornment)	MPD	Owner(s)	Grantee(s)	None	Yes (plat)
Notice	A document that provides the information that real property may be affected by a lawsuit or legal proceedings.	NOTICE	All Parties	All Parties	None	No
Order of Annexation	A court order resulting from a suit that specifies the metes and bounds of annexed property.	OAN	All Parties	All Parties	None	No
Plat/Map	A writing which by diagram shows the location and boundaries of real property.	OPM	Title of Plat	Owner(s)	None	Yes
Name Change Order	A court order, resulting from the filing of a petition or motion in a divorce matter, which allows an individual to change his/her legal name.	ORDER-DECREE	All Previous Names	New Name	None	No
Bankruptcy Order	A document in which a judge declares action(s) to be carried out on real property.		Debtor(s)	Trustee	None	Yes
Order/Final Decree	A document in which judge declares specific actions pertaining to real property; generally is directed to be recorded in Land Records.		All Parties listed after "Adjudged & Ordered"	All Parties listed after "Adjudged & Ordered"		
Rites of Marriage Authorization Order	A court order appointing permanent or one-time Civil Celebrant.	ORDER CIVIL CELEBRANT	Petitioner	N/A	None	No
Other	A document that pertains to real property, however, document type is not clearly identified.	OTHER	All Parties	All Parties	None	No
Power of Attorney	A written authorization for one party to act on behalf of another.	PA	Party Giving Authority	Party Receiving Authority	None	No
Revocation of Power of Attorney	An instrument that revokes an agent's power to act on behalf of the principal.	PAR	Party Giving Authority	Party Receiving Authority	None	Yes
Plat/Map Document	A document signed by the owners of the property that accompanies plat/map.	PLAT MAP DOC	Owner(s)	Owner(s)	None	Yes
Refinance Deed of Trust	A document the purpose of which is to refinance an existing debt, which debt is secured by a deed of trust or mortgage on which the tax imposed hereunder has been paid.	RFDT	Grantor(s)	Trustee (first listed)	Yes	No
Partial Release	A document partially releasing previously recorded document.	PR	Party Releasing	Party Being Released	None	Yes

Release of Mechanic's Lien/Partial Release	A document releasing previously recorded Mechanic's Lien.	RML/PRML	Claimant	Owner(s) & Contractor(s)	None	Yes
Release	A document releasing previously recorded document.	REL	Signing Party	Owner(s)	None	Yes
Release of Declaration	A document releasing previously recorded declaration.	RD	Declarant	Property Owner(s)	None	Yes
Release of Lis Pendens	A document releasing previously recorded Lis Pendens.	RLP	All Parties	All Parties	None	Yes
Restriction	A document that prescribes the uses to which property may or may not be adopted (e.g. Treatment for wells)	REST	Parties Signing/Loudoun Co Health Dept	Parties Signing/Loudoun Co Health Dept	None	No
State Highway Certificate/Certificate of Take & Highway Plat	A certificate, usually with a plat attached, prepared by the state highway department, locality or electric authority, sanitary district, etc. which gives notice that a specified amount of money has been set aside to cover the estimated value of certain property to be taken for the benefit of the public. The certificate also gives the entity the authority to enter said property to conduct business.	SHC/CT	Owners(s)	Grantee(s)	None	Yes (HPB)
Substitute Trustee	An instrument specifying the substitution of a new trustee in place of one named in a previous deed of trust.	ST	Lender & Borrower(s)	New Trustees	None	Yes
Deed of Vacation (of public road or area)	An ordinance or ruling generally passed by a city council or equivalent body that eliminates a public street or area.	VACATE	Signing Party	Name of Vacated Road	None	No
UCC Original	A document filed by creditor to give notice that it has or might have an interest in the personal or business property of a debtor.	UCC ORIGINAL	Debtor(s) & Address	Secured Party	None	No
UCC Amendment or Termination	A document changing terms or terminating previously recorded UCC.	UCC AMENDMENT/TERMINATION	Debtor(s) & Address	Secured Party	None	Yes
UCC Assignment	A document assigning interest under previously recorded UCC.	UCC ASSIGNMENT	Debtor(s) & Address; Secured Party	Assigned Party	None	Yes
Judgment/Foreign Judgment	A document in which judge orders payment of moneys by debtor to creditor.	JDG-JD/FOREIGN	Creditors named in the order (may differ from the style of the case)	Debtor(s) named in the order (may differ from the style of the case)	None	No
Judgment Release, Withdraw, Vacate, Amendment	A document releasing/withdrawing/vacating/amending previously recorded judgment.	JDG-REL/WITHDR/VACATE/AMEND	Plaintiff(s)/Creditor(s)	Defendant(s)/Debtor(s)	None	Yes
Judgment Assignment	A document assigning interest under previously recorded Judgment.	JDG-ASGMT	Original & New Plaintiff(s)/Creditor(s)	Defendant(s)/Debtor(s)	None	Yes
Judgement Extension	A certificate of extension of limitation of right to enforce judgment lien (§ 8.01-251)	JDG-EXTENTION	Plaintiff(s)/Creditor(s)	Defendant(s)/Debtor(s)	None	Yes

Loudoun County Land Records Indexing Standards, Abbreviations & Common Names

General Indexing Standards
All punctuation is omitted*, unless in business name using a special character;
<i>*Records indexed prior to January, 2003 may contain punctuation in first or last name fields (e.g. "JOHN A, JR" or "WHITE, TR")</i>
Titles (Reverend, Bishop, Dr., Mr., Ms., etc.) are omitted from human names;
"The" is omitted from the beginning of non-human names;
"N.A." (National Association) and "FSB" (Federal Savings Bureau) are omitted;
"Heir" is omitted from human names;
Name of the Estate is indexed as a human name with an extension depicting the estate status;
Name of the deceased person is indexed as human name with a suffix extension depicting the status;
Apostrophes & hyphens are preserved in human names (e.g. O'Connor; Smith-Jones);
Apostrophes are omitted in non-human names (e.g. "Joe's Shop" is indexed as "JOES SHOP");
Business with special characters are index verbatim (e.g. E*TRADE);
Information on cover sheets is not used for indexing.

Indexing Abbreviations	
"Administrator"	ADMIN
"And"	&
"Association"	ASSOC
"Company"	CO
"Condominium"	CONDO
"Cooperative"	COOP
"Corporation"	CORP
"Credit Union"	CU
"Custodian"	CUST
"Deceased"	DECD
"Deviser"	DEV
"Executor"	EXEC
"Federal Credit Union"	FCU
"General Partnership"	GP
"Guardian"	GUARD
"Homeowners Association"	HOA
"Incorporated"	INC
"Joint Venture"	JV
"Limited Liability Company"	LLC
"Limited Partnership"	LP
"Limited"	LTD
"Loudoun County"	LOUDOUN CO
"Personal Representative"	PER REP
"Savings & Loan"	S&L
"Special Commissioner"	SPEC COMM
"Trustee"	TR
"Unit Owners Association"	UOA
"Virginia"	VA (unless first word)

PLAT Abbreviations	
Block	B
Building	BLDG
Lot	LB
Parcel	P
Phase	PH
Section	S
<i>Ex.: Willowsford Phase 3, Section A, Lots 1-5, 7, 15 & 17</i> <i>Index: WILLOWSFORD PH3 SA L1-5 7 15&17</i>	

Indexing of Common Names

Party to the Instrument	Indexed as
Commonwealth of Virginia	COMMONWEALTH OF VA
Commonwealth of Virginia Department of Social Services	COMMONWEALTH OF VA DSS
Commonwealth of Virginia Department of Taxation	COMMONWEALTH OF VA DOT
County of Loudoun	LOUDOUN-COUNTY OF
IRS or Internal Revenue Service	UNITED STATES
Loudoun County	LOUDOUN CO
Loudoun County Health Department	LOUDOUN CO HEALTH DEPARTMENT
Loudoun County Board of Supervisors	LOUDOUN CO BOARD OF SUPERVISORS
Northern Virginia Electric Cooperative	NOVEC
Secretary of Housing and Urban Development	SECRETARY OF HUD (previously HUD)
Town of Hamilton	HAMILTON-TOWN OF
Town of Hillsboro	HILLSBORO-TOWN OF
Town of Leesburg	LEESBURG-TOWN OF
Town of Lovettsville	LOVETTSVILLE-TOWN OF
Town of Middleburg	MIDDLEBURG-TOWN OF
Town of Purcellville	PURCELLVILLE-TOWN OF
Town of Round Hill	ROUND HILL-TOWN OF
Virginia Department of Transportation	VDOT
Virginia Electric and Power Company	VEPCO

Last Reviewed: February 2023