

## DOCUMENT RECORDATION REQUIREMENTS PITTSYLVANIA COUNTY, VIRGINIA

- **Document format.** Documents must be on uniformly white single sided paper, free of watermarks & background logos. The top margin must be no smaller than 1-1/4 inch. The bottom, left and right margins shall be no smaller than 3/4 inch. 17VAC 15-61-20A & 17VAC 15-61-40A (Virginia Administrative Code)
- **Cover sheets.** We do not require a land record cover sheet. You may provide one with your document. If you do, it must be fully completed and the page(s) will be included in your page count. VA CODE 17.1-227.1
- **Deed calculation.** To calculate costs, use the deed calculation tool at [www.courts.state.va.us](http://www.courts.state.va.us). Use the dropdown menu to select Pittsylvania County. You may call the Circuit Court Clerk's Office at 1-434-432-7888 for assistance.
- **Surnames.** Each individual surname must be bold, underscored or written in capital letters. (corporate names also) VA CODE 17.1-223.
- **Pages numbered.** Each page of an instrument must be numbered. VA CODE 17.1-223.
- **Tax exemptions stated.** The code section under which any exemption from recordation taxes is claimed must be clearly stated on the face of the document. VA CODE 17.1-223.
- **Name of drafter stated.** A deed must state on its first page the name of the person who drafted the document: the owner or attorney licensed in Virginia w/ VSB#. VA CODE 17.1-223.
- **Grantee address stated.** Deeds of conveyance must state on the first page the current address of the grantee. VA CODE 17.1-223.
- **Return to address.** Documents must state to whom they are being returned and include the address. VA CODE 17.1-223. A self-addressed stamped envelope is required for mailing.

- **Consideration & assessment.** These dollar amounts are required on the first page of all deeds not exempt from recordation fees. VA CODE 58.1-802 A) & VA CODE 17.1-223.
- **Parcel ID numbers.** The County Parcel ID number must be on the first page of all documents affecting real property. You may contact the Commissioner of Revenue at 434-432-7940 or go to the Pittsylvania County website @ [www.pittsylvaniacountyva.gov](http://www.pittsylvaniacountyva.gov) for this number (click on GIS & enter address or owner name). VA CODE 17.1-252.
- **Title insurer.** A deed conveying not more than four residential dwelling units must state on its first page the name of the title insurance underwriter or that the existence of title insurance is unknown. VA CODE 17.1-223.
- **Acknowledgment.** All documents must be properly acknowledged and contain a clear, reproducible notary seal or stamp. Virginia notaries must also include their registration number and commission expiration date. VA CODE 17.1-223 & VA CODE 47.1-16.
- **Payment.** We accept cash, check, money orders and debit/credit cards (Mastercard & Visa). A convenience fee will be charged for debit/credit card use. (for transactions \$50.00 or less the fee is \$2.00 per transaction. For transactions over \$50.00, the fee is 4% per transaction.)
- **Plats of survey.** All plats must be reviewed and signed by the subdivision agent. That office is in the zoning building and the phone number is 434-432-7750.
- **e-Recordation.** We offer e-Recordation of land record documents. Contact our office at 434-432-7888.