

Arlington County Cover Sheet Instructions

Every document relating to an interest in real property that is recorded in the Land Records Office must contain a cover sheet. You can bring the [cover sheet](#) into the Land Records Office of the Arlington County Courthouse or prepare the cover sheet at our office.¹ Please follow the steps below to prepare your cover sheet.²

If you need assistance, please do not hesitate to contact the Land Records Division at 703-228-4369.

Step 1. Select Instrument Date.

1. Go to https://landrec.arlingtonva.us/public/barcode_generator/coversheet_generator.html.
2. In the *Instrument Date* field, select the date on which the instrument to be recorded is dated.

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Arlington County - Coversheet Generator

Content

Grantor/Grantee

Parcels

Instrument Date:

Instrument Type:

ADDENDUM

Number of Parcels:

Location:

Arlington

Percentage In This Jurisdiction:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005,6001-6005

Consideration:

Original Amount:

Existing Debt:

Assumption Balance:

Actual/Assessed Value:

Exemptions:

Exemptions - Other:

Instrument Prepared By:

Recording Paid By:

Recording Returned To:

Address 1:

Address 2:

City:

State:

Zip:

Create Coversheet

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¹ Please note that you may also use the Virginia Land Record Cover Sheet Generator, available at <http://vlrcs.courts.state.va.us>, or generate your own cover sheet so long as the cover sheet complies with Va. Code §17.1-227.1.

² The cover sheet may be prepared using any browser; however, if you are using Internet Explorer, you must be using the current version, IE 9.

Step 2. Select an Instrument Type.

1. On the right side of the screen, you will notice a drop down menu entitled *Instrument Type*.
2. Click the down arrow to the right of the drop down menu.

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Grantor/Grantee

Parcels

Instrument Date:

Instrument Type:

Number of Parcels:

Location:

Percentage In This Jurisdiction:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005,6001-6005

Consideration:

Original Amount:

Existing Debt:

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Actual/Assessed Value:

Exemptions:

Exemptions - Other:

Instrument Prepared By:

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Address 1:

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State:

Zip:

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3. A list of instrument types will appear. Click the applicable instrument type.³

³ For Deeds into Trust, please select the Deeds – Bargain and Sale instrument type and enter the applicable exemption code in Step 12.

Step 3. Select the number of parcels affected by the instrument being recorded.

Most documents will pertain to a specific property in Arlington County or the City of Falls Church. Exceptions include homestead deeds, powers of attorney, power of attorney affidavits and miscellaneous documents that do not relate to a specific property.

1. If your document does not relate to a specific property, proceed to Step 13.
2. If your document does relate to a specific property, enter the number of parcels affected by the instrument being recorded.

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Arlington County - Coversheet Generator

Content

Grantor/Grantee

Parcels

Instrument Date:

Instrument Type:

Number of Parcels:

Location:

Percentage In This Jurisdiction:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005,6001-6005

Consideration:

Original Amount:

Existing Debt:

Assumption Balance:

Actual/Assessed Value:

Exemptions:

Exemptions - Other:

Instrument Prepared By:

Recording Paid By:

Recording Returned To:

Address 1:

Address 2:

City:

State:

Zip:

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Step 4. Select the jurisdiction in which the property is located.

Most documents will pertain to a specific property in Arlington County or the City of Falls Church. Exceptions include homestead deeds, powers of attorney, power of attorney affidavits and miscellaneous documents that do not relate to a specific property.

1. If your document does not relate to a specific property, proceed to Step 13.
2. If your document does relate to a specific property, click the down arrow to the right of the drop down menu to select the jurisdiction in which the property is located, either Arlington County or City of Falls Church.

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Arlington County - Coversheet Generator

Content

Grantor/Grantee

Parcels

Instrument Date: Instrument Type:

Number of Parcels: Location: Percentage In This Jurisdiction:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005,6001-6005

Consideration: Original Amount:

Existing Debt: Assumption Balance: Actual/Assessed Value:


Exemptions: Exemptions - Other:

Instrument Prepared By: Recording Paid By:

Recording Returned To:

Address 1: Address 2:

City: State: Zip:

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Step 5. Include the percentage in the jurisdiction.

When a document pertains to multiple jurisdictions, the "Percentage in this Jurisdiction" refers to the percentage of the property located in Arlington County or the City of Falls Church.

1. If your document does not pertain to multiple jurisdictions, proceed to Step 6.
2. If your document does pertain to multiple jurisdictions, enter the percentage that applies to Arlington County or the City of Falls Church.

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Content

Grantor/Grantee

Parcels

Instrument Date: Instrument Type:

Number of Parcels: Location: Percentage In This Jurisdiction:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005,6001-6005

Consideration: Original Amount:

Existing Debt: Assumption Balance: Actual/Assessed Value:


Exemptions: Exemptions - Other:

Instrument Prepared By: Recording Paid By:

Recording Returned To:

Address 1: Address 2:

City: State: Zip:

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Step 6. Enter RPC number(s).

RPC numbers are required for all documents except homestead deeds, powers of attorney, power of attorney affidavits and miscellaneous documents that do not relate to a specific property.

3. If the RPC number is not required for your document, proceed to Step 13.
4. If the RPC number is required for your document, enter all applicable RPC numbers affected by the instrument. The RPC number may also be referred to as Parcel ID number or Tax Map number.
5. Only enter the number. Do not use any special characters, such as “-”.
6. When entering multiple RPC numbers, use a comma to separate each number.

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Content

Grantor/Grantee

Parcels

Instrument Date:

Instrument Type:

Number of Parcels:

Location:

Percentage In This Jurisdiction:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005,6001-6005

Consideration:

Original Amount:

Existing Debt:

Assumption Balance:

Actual/Assessed Value:

Exemptions:

Exemptions - Other:

Instrument Prepared By:

Recording Paid By:

Recording Returned To:

Address 1:

Address 2:

City:

State:

Zip:

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Step 7. Enter Consideration Amount.

The *Consideration* field pertains to deeds, trusts, agreements, modifications, leases, easements, options, trustees' deeds and mortgages.

1. If the *Consideration* field does not apply to you, proceed to Step 12.
2. If the *Consideration* field does apply to you, enter the dollar amount of the consideration in the *Consideration* field.

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Grantor/Grantee

Parcels

Instrument Date:

Instrument Type:

Number of Parcels:

Location:

Percentage In This Jurisdiction:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005,6001-6005

Consideration:

Original Amount:

Existing Debt:

Assumption Balance:

Actual/Assessed Value:

Exemptions:

Exemptions - Other:

Instrument Prepared By:

Recording Paid By:

Recording Returned To:

Address 1:

Address 2:

City:

State:

Zip:

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Step 8. Enter Original Amount.

The *Original Amount* field is only used for deeds of trust being refinanced or construction loan deed of trust that are being converted to permanent loans.

3. If the *Original Amount* field does not apply to you, proceed to Step 9.
4. If the *Original Amount* field does apply to you, enter the dollar amount of the original loan in the *Original Amount* field.

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Content

Grantor/Grantee

Parcels

Instrument Date: Instrument Type:

Number of Parcels: Location: Percentage In This Jurisdiction:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005, 6001-6005

Consideration: Original Amount:

Existing Debt: Assumption Balance: Actual/Assessed Value:

Exemptions: Exemptions - Other:

Instrument Prepared By: Recording Paid By:

Recording Returned To:

Address 1: Address 2:

City: State: Zip:

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Step 9. Existing Debt

The *Existing Debt* field is only used for deeds of trust being modified.

1. If the *Existing Debt* field does not apply to you, proceed to Step 10.
2. If the *Existing Debt* field does apply to you, enter the dollar amount of the unpaid principal balance as of the instrument date in the *Existing Debt* field.

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Parcels

Instrument Date: Instrument Type:

Number of Parcels: Location: Percentage In This Jurisdiction:

RPC:

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Consideration: Original Amount:

Existing Debt: Assumption Balance: Actual/Assessed Value:


Exemptions: Exemptions - Other:

Instrument Prepared By: Recording Paid By:

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Address 1: Address 2:

City: State: Zip:

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Step 10. Assumption Balance

The *Assumption Balance* field is only used for deeds by which a Grantee assumes an outstanding mortgage or loan in connection with the conveyance of a property.

1. If the *Assumption Balance* field does not apply to you, proceed to Step 11.
2. If the *Assumption Balance* field does apply to you, enter the dollar amount of the mortgage or loan being assumed in the *Assumption Balance* field.

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Parcels

Instrument Date: Instrument Type:

Number of Parcels: Location: Percentage In This Jurisdiction:

RPC:

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Consideration: Original Amount:

Existing Debt: Assumption Balance: Actual/Assessed Value:


Exemptions: Exemptions - Other:

Instrument Prepared By: Recording Paid By:

Recording Returned To:

Address 1: Address 2:

City: State: Zip:

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Step 11. Actual/Assessed Value

The *Actual/Assessed Value* field should be completed anytime the *Consideration* field has a value in it.

1. If the *Actual/Assessed Value* field does not apply to you, proceed to Step 12.
2. If the *Actual/Assessed Value* field does apply to you, enter the dollar amount equal to the value determined by the most recent real estate assessment of the property in the *Actual/Assessed Value* field. To the extent that you have documentation evidencing an actual value of the property different from the assessed value, you may enter that amount; however, it is within the Clerk's discretion whether to accept the actual value.

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Parcels

Instrument Date:

Instrument Type:

Number of Parcels:

Location:

Percentage In This Jurisdiction:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005,6001-6005

Consideration:

Original Amount:

Existing Debt:

Assumption Balance:

Actual/Assessed Value:

Exemptions:

Exemptions - Other:

Instrument Prepared By:

Recording Paid By:

Recording Returned To:

Address 1:

Address 2:

City:

State:

Zip:

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Step 12. Exemptions

If you qualify for a tax exemption, select one of the fields in the *Exemptions* drop down menu. See the 1950 Code of Virginia, as amended, to determine if an exemption applies to you.

1. If you do not qualify for a tax exemption, proceed to Step 13.
2. If you do qualify for a tax exemption, select the appropriate category from the *Exemptions* drop down menu.
3. If you need to claim an exemption that is not listed in the drop down menu, select “Other” and write the applicable exemption code in the “Exemptions – Other” field.

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Instrument Date: Instrument Type:

Number of Parcels: Location: Percentage In This Jurisdiction:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005, 6001-6005

Consideration: Original Amount:

Existing Debt: Assumption Balance: Actual/Assessed Value:


Exemptions: Exemptions - Other:

Instrument Prepared By: Recording Paid By:

Recording Returned To:

Address 1: Address 2:

City: State: Zip:

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Step 13. Instrument Preparation, Payment and Return

1. Provide the name of the individual or company (a) that prepared the instrument, (b) that paid for the recording, and (c) to whom the recording should be returned.
2. Provide the address of the individual or company to whom the recording should be returned.
3. Click the *Next Section* button to proceed to the Grantor/Grantee tab.

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Instrument Date: Instrument Type:

Number of Parcels: Location: Percentage In This Jurisdiction:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005, 6001-6005

Consideration: Original Amount:

Existing Debt: Assumption Balance: Actual/Assessed Value:

Exemptions: Exemptions - Other:

Instrument Prepared By: Recording Paid By:

Recording Returned To:

Address 1: Address 2:

City: State: Zip:

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Step 14. Add names to be indexed.

1. On the Grantor/Grantee tab, in the field below *Names to be indexed (Last, First Middle)* enter the name of the first grantor. If the grantor is an individual, use the following format: LAST NAME, FIRST NAME MIDDLE NAME SUFFIX (i.e. DOE, JOHN JOSEPH JR).
2. If the grantor is a trustee, enter TR in the DESIGNATED STATUS field.
3. If the grantor is a trust or business entity, enter the full name in the LAST NAME field and check the *Business* box.
4. Click the *Add Name* button.
5. If there is more than one grantor, you must enter each name separately.
6. Repeat until all grantors' names have been added.

Please note that every cover sheet must contain at least one grantor. **Do not leave this field blank.**

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Content

Grantor/Grantee

Parcels

Names to be indexed (Last, First Middle)

Last Name

First Name

Middle Name

Suffix

Grantor

Business

Design Status

Add Name

Change Name

Remove Name

Grantee Address

Address Line 1:

Address Line 2:

City:

State:

Zip:

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7. Enter the name of each grantee, repeating steps 1- 6 above.
- Note that the system automatically defaults the name type to grantor; therefore, you **must** click the down arrow in the drop down menu, located to the right of the *Names to be indexed* field to select *Grantee*.
 - You will need to select the *Grantee* designation for each grantee's name you add to the cover sheet.

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Grantor/Grantee

Parcels

Names to be indexed (Last, First Middle)

Last Name

First Name

Middle Name

Suffix

Grantee

Business Desig Status

☐

Add Name

Change Name

Remove Name

Grantee Address

Address Line 1:

Address Line 2:

City:

State:

Zip:

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Step 15. Enter the Grantee Address

1. Enter the address of the grantee(s).
2. Click the *Next Section* button to proceed to the Parcels tab.

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Names to be indexed (Last, First Middle)

Last Name First Name Middle Name Suffix Grantee

Business Desig Status

☐

Grantee Address

Address Line 1: Address Line 2:

City: State: Zip:

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Step 16. Enter the Prior Recording and original Book and Page or Instrument numbers.

The prior recording information is required for all refinances, modifications, corrections, certificates of satisfaction and releases. You may enter the original book and page number on any deed, but that is optional. **If the book and page number on the cover sheet does not match the document, your document will be rejected.**

1. If the prior recording information is not required and/or you do not wish to enter this information, proceed to Step 17.
2. If the prior recording information is required or if you would like to enter this information, follow the steps below:
 - a. Enter the jurisdiction in which the original recording was made. Typically, this will be Arlington.
 - b. If you have the book number and page number for the prior recording, enter the original book number in the *Book Number* field and enter the original page number in the *Original Page* field. **Please note** that any document recorded after February 25, 2015 will not have a book number or page number – see instructions below regarding instrument number.
 - c. If you have the instrument number for the prior recording, enter the original instrument number in the *Instrument Number* field.
3. Enter the RPC numbers to which the prior recording applies.

The screenshot shows the 'Arlington County - Coversheet Generator' web form. At the top left is a 'Back to ROAM' button. The main title is 'Arlington County - Coversheet Generator'. Below the title is a navigation bar with three tabs: 'Content', 'Grantor/Grantee', and 'Parcels'. The 'Parcels' tab is selected and circled in blue. Below the navigation bar are several input fields. A blue arrow points to the 'Prior Recording At:' field. Another blue arrow points to the 'Book Number:' field. A third blue arrow points to the 'Page Number:' field. A fourth blue arrow points to the 'Instrument Number:' field. Below these fields is a long 'RPC:' field. A blue arrow points to this field. Below the 'RPC:' field is a note: 'When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005, 6001-6005'. Below the RPC fields is a section titled 'Current Property Address' with a checkbox 'Same as Grantee Address'. Below the checkbox are fields for 'Address:', 'City:', 'State:', and 'Zip:'. At the bottom left is a 'Create Coversheet' button with a green icon. At the bottom right is a 'Previous Section' button.

Step 17. Enter the Current Property Address.

1. Enter the current property address to which the recording applies.
2. If the current property address is the same as the grantee address entered pursuant to Step 15, check the *Same as Grantee Address* box.

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Prior Recording At:

Book Number: Page Number: Instrument Number:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005,6001-6005

Current Property Address


☐ Same as Grantee Address

Address:

City:

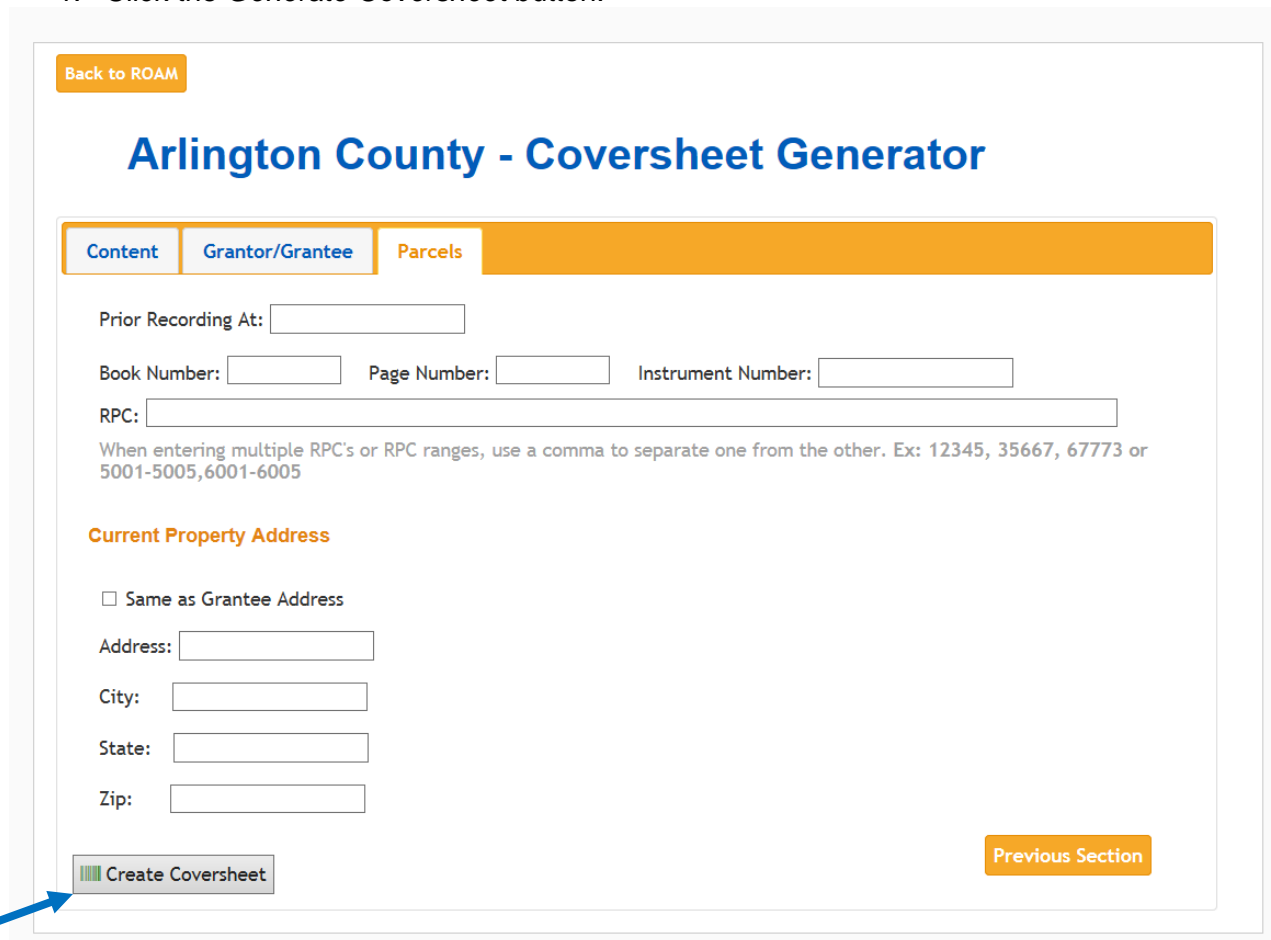
State:

Zip:

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Step 18: Finalize and print the cover sheet.

1. Click the *Generate Coversheet* button.



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Prior Recording At:

Book Number: Page Number: Instrument Number:

RPC:

When entering multiple RPC's or RPC ranges, use a comma to separate one from the other. Ex: 12345, 35667, 67773 or 5001-5005,6001-6005

Current Property Address


☐ Same as Grantee Address

Address:

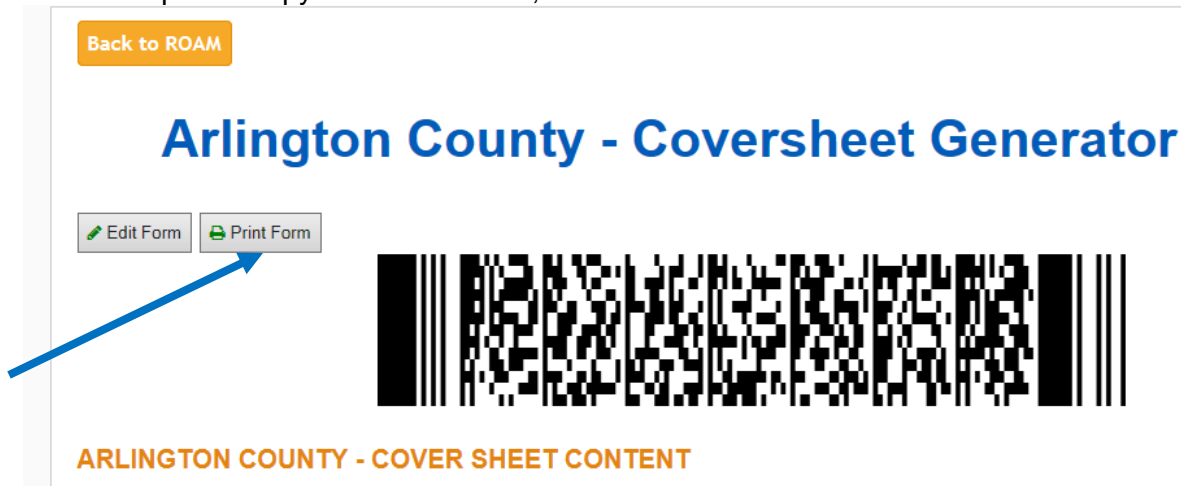
City:

State:

Zip:

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2. The coversheet will open in a new window.
3. To print a copy of the document, click *Print Form*.



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4. Attach your document to the back of the cover sheet. The cover sheet should be the first page of your document.