

ARLINGTON COUNTY LAND RECORDS INDEXING GUIDELINES

DOCUMENT TYPE	DESCRIPTION	GRANTOR	GRANTEE	CONSIDERATION	BOOK AND PAGE (ORIGINAL)
Affidavit	A document in which the signer swears under oath that his/her statements are true	All parties	All parties	None	None
Agreement	A document in which two or more parties come to a mutual consent	All parties	All parties	Optional	None
Amendment	A document that amends a previously recorded document	All parties	All parties	None	Yes
Assignment	A document that transfers a right or a contract from one party to another	Property owner(s) & any party listed as assignor	Any party listed as assignee	None	Yes
B&S Assumption	A deed transferring both the property and the mortgage	Property owner(s)	Purchaser(s)	Yes	None
Bargain and Sale	A deed transferring property, including Deeds into Trust	Property owner(s) or Party giving the property	Purchaser(s) or Party receiving the property	Yes	None
B&S Trustee	A document in which a lender requests that the authorized trustee(s) auction off the property owner's real property due to his/her delinquent loan	Signing trustee, property owner & any party assigning his/her bid	Party acquiring the property	Yes	None
Bankruptcy	Bankruptcy orders	Debtor(s)	Debtor(s)	None	None
Certificate of Satisfaction	A certificate evidencing full repayment of a debt (typically a mortgage)	First trustee listed & Borrower(s)	Borrower(s)	None	Yes

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Certificate of Take	A document in which the Commonwealth of Virginia determines that it is necessary to take real property for road improvement.	All parties	All parties	None	None
Change of Name	An order approving the change of an individual's name	Prior name	New name	None	None
Condemnation	An order approving a settlement agreement relating to the condemnation of property	Property owner(s)	Commonwealth of Virginia	None	None
Confirmation Deed	A deed that affirms, corrects, ratifies or adds effectiveness or legality to a prior deed, which is essential to make the prior deed effective	All parties originally listed as owners or having an interest in the property	All parties now being confirmed as the owners of the property	None	Optional
Consolidation of Land	A deed consolidating certain parcels of land into fewer lots	Property owner(s) of real property being consolidated	Property owner(s) of consolidated real property	Yes	Optional
Contract	A document between two or more parties, typically a <i>Contract for Sale</i> pursuant to which purchaser agrees to buy and seller agrees to sell real property for the price and terms set out in the agreement	Property owner(s) or all parties	Purchaser(s) or all parties	Optional	None
Correction	A correction to a prior recording other than a deed	Same as original recording	Same as original recording	None	Yes

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Correction Bargain & Sale	A correction to a prior deed			None	Yes
County Board Order	An order memorializing actions taken at a meeting of the County Board	Arlington County Board	Arlington County Board	None	None
Covenant	A document that contains rules and restrictions governing the use of real property.			None	None
Declaration	A document that states conditions and rules by which a Unit Owners Association operates.	Condominium name	Condominium name	None	None
Declaration of Trust	A declaration relating specifically to a personal or family trust, including substitution of trustees	Trust name & current trustee(s)	New trustee(s)	None	Optional
Deed of Dedication	A deed dedicating property for certain purposes (e.g., public streets and utilities, sewer easement)	Property owner(s)	Arlington County Board & any other party receiving an interest in the property being dedicated	None	None
Deed in Lieu of Foreclosure	A document in which a property owner willingly conveys his/her interest in real property to the lender	Property owner(s)	Lender	Yes	Optional
Deed of Trust	See Trust				
Disclaimer	A document in which a party renounces his/her responsibility or right of ownership in real property	Signing party	Signing party	None	None

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Easement	A document that details the right of access to real property between the owner and another party	Property owner(s)	Party receiving the easement	None	None
Escheat	An order relating to the escheat of property	Commonwealth of Virginia & original property owner(s)	Purchaser	None	None
Exchange	A deed whereby the parties exchange ownership of real property	All parties	All parties	Yes	None
Gift	A deed conveying property when no consideration has passed between the parties (must reference §58.1-811D)	Party giving the property	Party receiving the property	None	Optional
Guardian	Appointment of a guardian or conservator	Name of person for whom guardianship is sought	Name of person for whom guardianship is sought	None	None
Homestead Deed	A declaration stating that someone is asserting his or her homestead exemption	Party claiming the exemption	Party claiming the exemption	None	None
Lease	A document in which a party leases real property to another party, specifying the terms and conditions of the lease agreement	Property owner(s)	Lessee(s)	Yes	None
Lien	A document in which one party claims security for a debt upon the owner's real property	Property owner(s)	Party placing the lien	None	None
Lis Pendens	A document giving notice that a suit has been filed in court	All parties	All parties	None	None

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	that may affect the title of property				
Mechanic's Lien	A document creating a lien against real property for failure to pay for labor, services or supplies provided	Property owner(s) & any additional party listed	Party providing work, services or supplies	None	None
Miscellaneous	A recording that does not fall under any other document type	All parties	All parties	None	Optional
Modification Agreement	An agreement modifying a deed of trust	All parties	All parties	Yes	Yes
Order	An order of a court other than orders that specifically fall under another document type	All parties	All parties	None	None
Parking Space	A document in which a unit owner sells his/her parking space to another unit owner or purchaser	Party selling & Unit Owners Association	Party purchasing	Yes	None
Partial Release	A certificate evidencing the partial repayment of a debt (typically a mortgage)	Borrower(s) & first trustee	Borrower(s)	None	Yes
Permanent Loan Deed of Trust	A deed of trust memorializing a construction loan that has become permanent	Borrower(s)	First trustee	Yes	Yes
Power of Attorney	A document that authorizes a company or an individual to act on behalf of another party	Party giving authority to a company or an individual to act on its behalf	Party receiving authority to act on an individual's behalf	None	None
Proprietary Lease	An agreement that gives a co-op owner the right to occupy a specific residential unit	Party selling & Unit Owners Association	Party purchasing	Yes	None

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Quitclaim Deed	A document changing the title or ownership of real property from a current owner to another party. Only quitclaim deeds between spouses are exempt from recording taxes.	Party conveying interest	Party receiving interest	Yes, unless deed is between spouses	Optional
Release	A certificate evidencing release of a debt obligation other than a mortgage	Borrower(s) & party releasing debt	Borrower(s)	None	Yes
Removal of Trustee	A document removing a trustee	Lender, borrower(s) & resigning trustee	New trustee	None	Yes
Resubdivision	A document that reorganizes previously dedicated real property into smaller portions	All parties	All parties	None	Optional
Revocation of Power of Attorney	A document that invalidates a previously recorded Power of Attorney	Party originally giving an individual or company authority to act on his/her behalf	Party originally given authority to act on an individual's behalf	None	Yes
Subordination Agreement	A document indicating that one loan has priority over another loan(s)	All Parties	All parties	None	Yes
Substitute Trustee	A document in which the lender decides to remove the original trustee(s) and to appoint a new trustee(s)	Lender, borrower(s) & current trustee(s)	New trustee(s)	None	Yes
Termination	A document terminating a previously recorded agreement	All parties	All parties	None	None

DOCUMENT TYPE	DESCRIPTION	GRANTOR	GRANTEE	CONSIDERATION	BOOK AND PAGE (ORIGINAL)
Transfer on Death Deed	A document that transfers real property from the owner to a designated beneficiary upon death of the property owner.	Transferor (Property owner)	Beneficiary	None	None
Transfer on Death Deed Revocation	A document that revokes a previously recorded Transfer on Death Deed	Transferor (Property owner)	Beneficiary	None	Yes
Trust	A document in which the property owner conveys real property to a trustee(s) to be held as security for the benefit of a lender	Property owner	First trustee listed	Yes	None
Vacation	A document that allows a previously dedicated road to be abandoned	All parties	All parties	None	None
Wireless Tower Agreement	A document in which a party leases a communication tower or a communications tower site to another party	All parties	All parties	None – flat fee for taxes	None