

VIRGINIA LAND RECORD COVER SHEET[©] QUICK REFERENCE GUIDE

Revised: December 2014

IMPORTANT! Please contact the court of recordation with any questions on how to file a Virginia Land Record Cover Sheet[©].

See the [Circuit Court Deed Calculation](#) web page for instructions on "How to Calculate Fees and Taxes on a Deed". For additional calculation details on a variety of instrument types, see the [Circuit Deed Fee Schedule](#).

Access the Virginia Land Record Cover Sheet – Generator[©] by clicking http://webdev.courts.state.va.us/cgi-bin/DJIT/ef_djs_ccdeed_calc.cgi.

Once you have accessed the Virginia Land Record Cover Sheet – Generator[©], use the **TAB** key to move between fields. **Red** asterisks (*) indicate required fields and must be completed in order to advance to the next tab at the top of the page.

1. Content Tab	
Date of Instrument*	Required – Use the drop-down menu option to select the instrument date.
Instrument Type*	Required – Use the arrow keys to scroll down the drop-down list, or type the first two letters of the code or name to select the appropriate instrument type.
Number of Parcels*	Required – Use the arrow keys to scroll down the drop-down list to select the number of parcels, or type the number of parcels.
Number of Pages*	<p>Required – Use the arrow keys to scroll down the drop-down list to select the number of pages to be recorded, or type the number of document pages. The number must be greater than or equal to one.</p> <p>IMPORTANT! If the Circuit Court DOES NOT require a cover sheet:</p> <p>Please ensure the number of cover sheet pages is added to the number of document pages before you calculate the fees and taxes on the Circuit Court Deed Calculation web page.</p> <p>For example, if you enter Deed (Bargain and Sale), 10 is your document page count, and 2 is your cover sheet page count, enter 12 as the number of pages when calculating fees and taxes on the Circuit Deed Calculation web page. The court will charge for the total number of pages.</p>

1. Content Tab	
City or County*	Required – The city or county defaults to the jurisdiction previously selected from the Circuit court Deed Calculation web page, verify the jurisdiction is correct. If the jurisdiction is incorrect, return to the Circuit Court Deed Calculation page, select the correct jurisdiction, and then click the VLRCs link again.
Consideration	Enter the consideration amount.
Existing Debt	Enter the existing debt amount.
Actual Value/Assumption	Enter the actual value or assumption amount.
Exemptions: Grantor(s) Exempt or Grantee(s) Exempt	If a Grantor or Grantee claims exemption from recordation taxes, the Grantor/Grantee must declare the Virginia or federal law under which the exemption is being claimed. Va. Code § 17.1-227.1 (A) (iii) If an exemption box is checked, you will be required to enter the Virginia or federal law as this becomes a required field.
Instrument Prepared By*	Required – Enter the name of the person or business who prepared the instrument.
Recording Paid For By*	Required – Enter the name of the person or business that paid for the recordation.
Return Recording to (Name)*	Required – Enter the name of the person or business to which the instrument is to be returned.
Address*	Required – Enter the return address.
City*	Required – Enter the City.
State*	Required – Virginia is the default state. If this is not correct, select the correct state from the drop-down menu.
Zip Code*	Required – Enter the zip code.
After all required information is entered click Next to continue to the Grantors tab.	

2. Grantors Tab	
At least one Grantor name is required.	
Business	If the grantor is a business, check the Business box.
Business or Last Name	Enter the business name or the grantor's last name.
First Name	Enter the grantor's first name.
Middle Name	Enter the grantor's middle name.

2. Grantors Tab

Suffix	Enter the grantor's suffix, if applicable.
Add Grantor	Click Add Grantor to create another name row to enter additional grantors.
Delete	Click Delete to remove any row entries.
After all required information is entered click Next to continue to the Grantees tab.	

3. Grantees Tab

At least one Grantee name is **required**.

Business	If the grantee is a business, check the Business box.
Business or Last Name	Enter the business name or the grantee's last name.
First Name	Enter the grantee's first name.
Middle Name	Enter the grantee's middle name.
Suffix	Enter the grantee's suffix, if applicable.
Address 1 & Address 2	Enter the grantee's address to which the tax bill will be sent. Note the following: <ul style="list-style-type: none"> - Instrument types like DBS (Deed of Bargain and Sale) require a grantee address for taxation purposes. If this is the case, enter the grantee's address. - Other instrument types such as CS (Certificate of Satisfaction) do not require a grantee address.
City	Enter the City.
State	Virginia is the default state. If this is not correct, select the correct state from the drop-down menu.
Zip Code	Enter the zip code.
Add Grantee	Click Add Grantee to create another name row to enter additional grantees.
Delete	Click Delete to remove any row entries.
After all required information is entered click Next to continue to the Parcels tab.	

4. Parcels Tab

If the instrument type requires a parcel entry, enter the parcel information for recordation purposes. If not, click **Next** to skip this tab and continue to the **Review & Print** tab.

4. Parcels Tab	
Prior Instrument Recorded at	The default court name pre-populates from the Circuit Court Deed Calculation web page selection. Verify the court name is correct. If the previous instrument was recorded in another court, enter the court's name and indicate if it is a city or county.
Percentage in this Jurisdiction	If the property is located in more than one jurisdiction (split deed), indicate the percentage of the value being recorded in this court. NOTE: If this is a split deed to be recorded in multiple courts, you must file a separate cover sheet in each court.
Book	Enter the deed book number if used by the court.
Page	Enter the deed book's page number if used by the court.
Instrument Number	Enter the deed instrument number if used by the court.
Parcel Identification Number*	Required – If the court requires a Parcel Identification Number (PIN) under Va. Code § 17.1-252 , enter the PIN number. If not applicable, enter N/A.
Tax Map Number*	Required – If the court requires a Tax Map Number (TAX) under Va. Code § 17.1-252 , enter the MAP number. If not applicable, enter N/A.
Short Property Description	Enter the short property description.
Property Address*	Required for certain instrument types – Enter the property address.
City*	Required for certain instrument types – Enter the city.
State*	Required for certain instrument types – Virginia is the default state. If this is not correct, select the correct state from the drop-down menu.
Zip Code*	Required for certain instrument types – Enter the zip code.
Enter Parcel	IMPORTANT! Click Enter Parcel after every entry. The parcel information will appear in a grid at the top of the page. If the information entered is not correct, access the parcel row within the grid and edit the information as necessary. NOTE: If the grid does not appear after entry, an error message will display.
Delete	Click Delete to remove any row entries.
After all necessary information is entered click Next to continue to the Review & Print tab.	

5. Review & Print Tab

Terms and Conditions of Use	<p>Read and check the box, "I have read, and I agree to the Terms and Conditions of Use" to accept the Terms, and either save or print the cover sheet.</p> <p>IMPORTANT! If the court DOES NOT require a cover sheet: Check the box "(# of) cover sheet pages have automatically been added to the number of document pages. I agree with the page number addition."</p>
Print Cover Sheet	<p>Click Print Cover Sheet. The File Download dialog box opens with the option to open or save the cover sheet with the pre-set file name (date_timestamp_instrument type (i.e., 20141015_132248_abc).</p> <p>Follow your browser's prompts to print and save the document. The example below is for Internet Explorer.</p> <ul style="list-style-type: none"> - Select Open to launch the cover sheet as an Adobe Acrobat document. - Select Save and the Save As dialog box opens. Select Browse Folders to ensure the file saves to the designated folder then click Save. The file extension should be ".pdf".
<p>IMPORTANT! To change the pre-set file name, rename the file name in the File Name field.</p>	

Navigation

Use the **TAB** key to move between fields.

Browse	Click Browse to choose the ".xml" text file to complete your work. The path and name of the file will display.
Delete	Click Delete to remove any row entries.
Go Back	Click Go Back to return to the previous tab.
Next	Click Next to move to the next tab.
Save Cover Sheet Data	Click Save Cover Sheet Data to download cover sheet data files to the folder designated where you can retrieve and complete later.
Upload Cover Sheet File Data	Click Browse to retrieve previously saved cover sheet data files located in your designated folder, then click Upload Cover Sheet File Data to load. The file extension should be ".xml", which is the only file type that can be uploaded to the Virginia Land Record Cover Sheet Generator [®] .