

## Prince William County Land Records Indexing Guidelines by Document Type

INSTRUMENT TYPES	DESCRIPTION	GRANTOR (F2)	GRANTEE (F3)	CONSID- ERATION	ORIGINAL BOOK & PAGE OR INSTRUMENT # (15 DIGIT)
<b>Affidavit</b> Affidavit Corrected Affidavit Rerecorded Lost Assignment Affidavit	A document in which the signer swears under oath that his/her statements are true.	All Persons Signing	All Persons Signing	None	None
<b>Agreement</b> Agreement Corrected Agreement Rerecorded	A document in which two or more parties come to a mutual consent.	All Persons Signing	All Persons Signing	None	None
<b>Amended Homestead Deed</b> <b>Homestead Deed</b> Homestead Deed Corrected Homestead Deed Rerecorded	A document of exemption claimed during bankruptcy.	All Persons Signing	All Persons Signing	None	None
<b>Amended Trust</b> Amended Trust Corrected Amended Trust Rerecorded	A document that changes the terms or loan amount on a previously recorded trust.	Borrower(s)	First Trustee	None - if term is only terms are changing Yes - if loan amount is increasing.	None
<b>Appointment of Substitute Trustee</b> Appointment of Substitute Trustee Corrected Appointment of Substitute Trustee Rerecorded	A document in which the lender decides to remove the original trustee(s) and to appoint new trustee(s).	Lender & Borrower(s)	First New Trustee Listed	None	None
<b>Assignment</b> Assignment Corrected Assignment Rerecorded	A document that changes the holder of the note.	Borrower(s) & Lender (Party Signing)	New Lender	None	Yes
Assignment of Rents & Leases	A document in which the borrower assigns rent collected to lender.	Borrower(s)	Lender	None	None
<b>Boundary Line</b> Boundary Line Corrected Boundary Line Rerecorded	A document that reorganizes previously dedicated real property by adjusting the boundary line.	Property owner &/or developers	Property owner & Name of Subdivision & if noted.	None - if exchange is of equal value	None
<b>Certificate of Take</b>	A document in which the Commonwealth of Virginia or Prince William County determines that if is necessary to take real property for road improvements.	Property Owner	Virginia Commonwealth of Prince William Cty Bd of Sup	None	None
<b>Change of Name Orders</b>	A court order in which a judge allows an individual to change his/her name.	Old Name & New Name	New Name & Old Name	None	None
<b>Commissioner's Deed</b> Commissioner's Deed Corrected Commissioner's Deed Rerecorded	A document that conveys property from a commissioner appointment by the court.	Party signing & owner of property	Party receiving property	Yes Sales Price or Value	None
<b>Confirmation Deed</b> Confirmation Deed Corrected Confirmation Deed Rerecorded	A document in which parties involved clarify real property ownership to clear up a chain of title.	All parties originally listed as owners or having an interest in the	Party receiving property	None	None

	(Must reference §58.1-810(1))	property.			
<b>Consent</b> Consent Corrected Consent Rerecorded	Agreeing or granting permission		Party who is granting permission	Party who is granting permission	
<b>Consolidation</b> Consolidation Corrected Consolidation Rerecorded	A document that unites two or more contiguous properties.	Property Owner	Property Owner Subdivision Name & Lots or Parcels	None	None
<b>Consolidation Deed</b> Consolidation Deed Corrected Consolidation Deed Rerecorded	A document that unites two or more contiguous properties and conveys property.	Property Owner	Party receiving property	None	None
<b>Contract</b> Contract Corrected Contract Rerecorded	A document between two or more parties. Purchaser agrees to buy and seller agrees to sell real property for the price & terms set out in the document.	All parties	All parties	Yes	None
<b>Correction Certificate</b>	A document prepared by a clerk to correct a mistake made by the clerk's office.	Name(s) listed	Name(s) listed	None	None
<b>Covenants</b> Covenants Corrected Covenants Rerecorded	A document that contains rules and restrictions governing the use of real property	Homeowners Association	Subdivision Name	None	None
Covenant Not to Encumber	See Covenant.				
<b>Declaration</b> Declaration Corrected Declaration Rerecorded	A document that sets out restrictions & rules governing the use of real property. (Typically refers to Condominiums).	Unit Owners Association	Condominium Name	None	None
<b>Declaration Trust</b>	A document that sets out restrictions & rules governing the Trust.	All parties signing	Trustee & Trust name	None	None
<b>Decree/Order</b>	A court order in which a judge allows an action(s) to be carried out on real property.	Party Losing Property	Party Winning Property	None	None
<b>Dedication</b> Dedication Corrected Dedication Rerecorded	A document usually creating public streets within a subdivision.	All parties signing	All parties signing	None	None
<b>Deed</b> Deed Corrected Deed Rerecorded Deeds in Lieu of Foreclosure Deeds of Assumption Deeds of Contribution Deeds of Exchange	A document that conveys real property from one party (seller) to another (purchaser) If Deed between husband & wife (Must reference §58.1-810(3)) If Deed pursuant to a Divorce or Property Settlement Agreement (Must reference §58.1-806B)	Sellers	Purchasers	Yes Sales Price or Value	None
<b>Deed of Release</b>	A document in which the Trustee releases a previously recorded Trust.	Signing Trustee	Borrower	None	Yes
<b>Disclaimer</b> Disclaimer Corrected Disclaimer Rerecorded	A document in which a party renounces his/her responsibility or right of ownership in real property	Parties Disclaiming Interest	Parties Affected	None	None

<b>Disclosure Statement</b> Disclosure Statement Corrected Disclosure Statement Rerecorded	A document that provides the information that real property may be affected by a lawsuit or legal proceedings.	Property owner	Party giving notice	None	None
<b>Easement</b> Easement Corrected Easement Rerecorded	A document that details the right of access to real property between the owner(s) and another party.	Property owner	Party receiving the easement	None	None
<b>Easement Etc.</b> Easement Etc. Corrected Easement Etc. Rerecorded	A document that creates easements and does other things (like dedication, partial release or subordination).	All parties signing	All parties	none	None
<b>Exchange Deed</b> Exchange Deed Corrected Exchange Deed Rerecorded	See Deed.				
<b>Gift Deed</b> Gift Deed Corrected Gift Deed Rerecorded	A document in which one party conveys real property to another without consideration. (Must reference §58.1-811D)	Party giving property	Party receiving property	None	None
<b>Homestead Deed</b> Homestead Deed Corrected Homestead Deed Rerecorded	A document of exemption claimed during a court proceeding				
<b>Indenture</b> Indenture Corrected Indenture Rerecorded	See Deed.				
<b>Lease</b> Lease Corrected Lease Rerecorded	A document in which a party leases real property to another, specifying the terms & conditions of the lease.	Lessor	Lessee	Amount of Lease or Value of property whichever is less.	None
<b>Lease Assignment</b> See Assignment of Rents & Leases	See Assignment				
<b>Lease Termination</b>	A document releasing a previously recorded lease.	All parties	All parties	None	Yes
Lis Pendens Lis Pendens Corrected Lis Pendens Rerecorded	A document giving notice that a suit has been filed in Court, which may affect the title of real property. Must be notarized and <b>must state who's estate is being affected.</b>	Person(s) estate that is affected	Person filing suit	None	none
<b>Lien</b> Lien Corrected Lien Rerecorded	A document in which one party claims security for a debt upon the owner's real property. (typically for unpaid fees to a Homeowners Association, Unit Owners Association or Attorney Fees.	Property owner	Name of party (Association placing the lien or Attorney)	None	None
<b>Mechanic's Lien</b> Mechanic's Lien Corrected Mechanic's Lien Rerecorded	A document creating a lien against real property for failure to pay for labor, services or supplies provided.	Property owner & addition parties listed usually Sub Contractor	Claimant (party signing)	None	None
<b>Miscellaneous</b>	A document that we don't have a type for.	Party signing & owner		None	None

<b>Modification Agreement</b> Modification Agreement Corrected Modification Agreement Rerecorded	A document that changes the terms or loan amount on a previously recorded trust.	All Persons Signing	All Persons Signing	None - if term is only changing. Yes - if loan amount is increasing.	None
<b>Mortgage</b> Mortgage Corrected Mortgage Rerecorded	A document in which the owner borrows money and uses real property as collateral.	Property owner	Lender	Yes	None
<b>Option</b> Option Corrected Option Rerecorded	A document in which the owner is giving the choice to buy real property	All Parties	All parties	Yes	None
<b>Partial Release</b> Partial Release Corrected Partial Release Rerecorded	See Deed of Release				
<b>Partial Release of Lien</b> Partial Release of Lien Corrected Partial Release of Lien Rerecorded	A document releasing part of a previously recorded lien.	Party signing	Owner	None	Yes
<b>Partial Release of Lis Pendens</b> Partial Release of Lis Pendens Corrected Partial Release of Lis Pendens rerecorded	A document partial releasing a previously recorded Lis Pendens. <b>Must be notarized.</b>	Party signing	Party who's estate was affected.	None	Yes
<b>Partial Release of Mechanic's Lien</b> Partial Release of Mechanic's Lien Corrected Partial Release of Mechanic's Lien Rerecorded	A document releasing part of a previously recorded mechanic's lien.	Claimant (party signing)	Property owner & addition parties listed usually Sub Contractor	None	Yes
<b>Partial Satisfaction</b> Partial Satisfaction Corrected Partial Satisfaction Rerecorded	A document in which the lender releases property from a previously recorded Trust.	First trustee & Borrower(s)	Borrower(s)	None	Yes
<b>Power of Attorney</b> Power of Attorney Corrected Power of Attorney Rerecorded	A document that authorizes a person or company to act on behalf of another party.	Party signing	Party being appointed	None	None
<b>Quit Claim Deed</b> Quit Claim Deed Corrected Quit Claim Deed Rerecorded	See Deed	Party signing		Yes, unless proven otherwise	None
<b>Release</b> Release Corrected Release Rerecorded	A document releasing a previously recorded document.	Party signing	Property owner	None	Yes
<b>Release of Contract</b> Release of Contract Corrected Release of Contract Rerecorded	A document releasing a previously recorded contract.	All parties	All parties	None	Yes
<b>Release of Lien</b> Release of Lien Corrected Release of Lien Rerecorded	A document releasing a previously recorded lien.	Party signing	Property owner	None	Yes
<b>Release of Lis Pendens</b>	A document partial releasing a previously	Party signing	Party who's estate	None	Yes

Release of Lis Pendens Corrected Release of Lis Pendens rerecorded	recorded Lis Pendens. <b>Must be notarized.</b>		was affected.		
<b>Release of Mechanic's Lien</b> Release of Mechanic's Lien Corrected Release of Mechanic's Lien Rerecorded	A document releasing a previously recorded mechanic's lien.	Claimant (party signing)	Property owner & addition parties listed usually Sub Contractor	None	Yes
<b>Resignation of Trustee</b> Resignation of Trustee Corrected Resignation of Trustee Rerecorded	A document where a Trustee voluntarily resigns.	Resigning Trustee & Property Owner	New Trustee	None	None
<b>Revocation of Power of Attorney</b> Revocation of Power of Attorney corrected Revocation of Power of Attorney Rerecorded	A document that invalidates a previously recorded Power of Attorney.	Party signing & party originally given authority	Party signing & party originally given authority	None	None
<b>Satisfaction</b> Satisfaction Corrected Satisfaction Rerecorded	A document in which the lender releases a previously recorded Trust.	First trustee & Borrower(s)	Borrower(s)	None	Yes
Satisfaction Affidavit of Rescission/Vacation	See Affidavit.				
Septic Tank Permit Septic Tank Permit Corrected Septic Tank Permit Rerecorded	A document in which the Health District allows the property owner to install a specific septic disposal system.	Property Owner & Health District	Property Owner & Health District	None	None
<b>Subordination</b> Subordination Corrected Subordination Rerecorded	A document indicating that one loan has priority over another loan, several loans or an easement.	Subordinating lender & trustee if signed & Borrower(s)	Lender & trustee gaining priority	None	None
<b>Subordination, Non Disturbance &amp; Attornment Agreement</b> (Indexed as an Agreement)	A document that provides the continuation of lease on income producing real property in the event of foreclosure.	All Persons Signing	All Persons Signing	None	None
<b>Substitution of Trustee</b>	See Appointment of Substitute Trustee				
<b>Supplemental Trust</b> Supplemental Trust Corrected Supplemental Trust Rerecorded	A document in which the owner adds another piece of real property as additional security to an already recorded Trust.	Borrower	First Trustee	Yes	None
<b>Transfer</b> Transfer Corrected Transfer Rerecorded	See Assignment.				
<b>Trust</b> Trust Corrected Trust Rerecorded	A document in which the owner conveys real property to a trustee(s) to be held as security for the benefit of the lender.	Borrower	First Trustee	Yes	None
<b>Trustee Deed</b> Trustee Deed Corrected Trustee Deed Rerecorded	A document in which the lender requests that the authorized trustee(s) auction off the real estate due to delinquent loan.	Signing Trustee, Borrower(s) & any party assigning bid	Party acquiring the property	Yes Bid amount & value	Yes