## Virginia Land Record Cover Sheet (VLRCS) – Information

Many counties and independent cities in Virginia require a bar-coded cover sheet when recording a real estate deed. This sheet must be generated online at the Virginia courts website. Go to the following link: Circuit Court Deed Calculation

- Once you choose the county or city, a link to the cover sheet generator will appear next to the county.
- For counties that do not require the cover page, contact the local land records office to confirm and find out what page numbers must be added for fee calculation.
- For counties that do require the cover sheet, follow the link to the cover sheet generator (VLRCS link) and fill in the information as required on the subsequent pages.
- Use the tutorial link if needed for further instructions.
- View quick reference guide with detailed field-by-field instructions below.
- For computer systems compatibility, check here. This information sheet can also be accessed from within the generator.

For the most up-do-date information, contact the local land recording office to confirm cover sheet requirements.

# VIRGINIA LAND RECORD COVER SHEET©
## QUICK REFERENCE GUIDE
*Revised: July 2016*

**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.  Please review the VLRCS eLearning tutorial (http://www.courts.state.va.us/courts/circuit/resources/elearning/vlrcs/story.html) before using the application.

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\*** | **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. |
| | **IMPORTANT!**  If the Circuit Court **DOES NOT** require a cover sheet: |
| | 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. |
| | 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. |

| **1. Content Tab** (cont'd) | |
|---|---|
| **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. <br><br> 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. |
| *PRIOR INSTRUMENT UNDER § 58.1-803(D):*  As of July 1, 2015, the following information is required on deeds of trust, mortgages, or other instruments that are supplemental to, wrap around, or modify the terms of an existing deed of trust or mortgage. | |
| **Original Principal** | Enter the original principal amount of the bonds or other obligations secured by the prior instrument. |
| **Fair Market Value Increase** | If applicable with regard to the calculation of the tax paid on the prior instrument, enter any increase in the fair market value of the property conveyed. |
| **Original Book Number** | If applicable, enter the original deed book number of the prior instrument. |
| **Original Page Number** | If applicable, enter the original deed book page number of the prior instrument. |
| **Original Instrument Number** | If applicable, enter the original deed instrument number of the prior instrument. |
| **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) <br><br> 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.  However, not all instrument types require a prepared by entry.  If this is the case, enter N/A. |
| **Recording Paid For By*** | **Required** – Enter the name of the person or business that paid for the recordation. |

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## QUICK REFERENCE GUIDE

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| 1.  Content Tab (cont'd) | |
|---|---|
| **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\*** | **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. |
| **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. |

| **3. Grantees Tab** (cont'd) | |
|---|---|
| **Address 1 & Address 2** | Enter the grantee's address to which the tax bill will be sent. **Note the following:** <ul><li>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.</li><li>Other instrument types such as CS (Certificate of Satisfaction) do not require a grantee address.</li></ul> |
| **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** | 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** | |
|---|---|
| **IMPORTANT!** If a parcel entry is not needed, click **Next** to skip this tab and continue to the **Review & Print** tab. <ul><li>If the entry is required but **not** applicable to the instrument type, enter **N/A**.</li><li>If the required field is left **blank**, the application will display an error message requiring entry.</li></ul> | |
| **Prior Instrument Recorded at** | If the previous instrument was recorded in another court, indicate if it is a city or county then enter the court's name. |
| **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**. |

| **4. Parcels Tab** (cont'd) | |
|---|---|
| **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. If **not** applicable, enter **N/A**. |
| **City*** | **Required for certain instrument types** – Enter the city. If **not** applicable, enter **N/A**. |
| **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. If **not** applicable, enter **N/A**. |
| **Zip*** | **Required for certain instrument types** – Enter the zip code. If **not** applicable, enter **N/A**. |
| **Enter Parcel** | **IMPORTANT!** Click **Enter Parcel** after every entry. The parcel information will appear in a grid at the top of the page.  **NOTE:** If the information entered is not correct, access the parcel row within the grid and edit the information as necessary. |
| **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** | 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.  **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." |
| **Print Cover Sheet** | Once the **Terms and Conditions of Use** checkbox is **checked**, the **Print Cover Sheet** button will enable. 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).  Follow your browser's prompts to print and save the document. |

| 5.  Review & Print Tab (cont'd) | |
|---|---|
| **Print Cover Sheet** (cont'd) | The example below is for **Internet Explorer**.<br><br>‣ Select **Open** to launch the cover sheet as an Adobe Acrobat document.<br>‣ 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". |
| **IMPORTANT!**  To change the pre-set file name, rename the file name in the **File Name** field. | |

| 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 File** | Click **Save File** to download cover sheet files to the folder designated where you can retrieve, revise, and/or complete a previously saved file for future use. |
| **Upload File** | Click **Browse** to retrieve previously saved cover sheet files located in your designated folder, then click **Upload File** to load to the generator.  The file extension should be ".xml", which is the only file type that can be uploaded to the Virginia Land Record Cover Sheet Generator©. |