



Document Bulletin for Richmond County, VA

Richmond County, VA is now electronically recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- Provide margins that are a minimum of 1-inch on the top, left, and bottom of all pages. On the right side of all pages, the margin can be at least ½ an inch.
- Letter sized documents accepted.
- County will process e-recordings Monday-Friday between the hours of 9:00 am and 5:00 pm EST.
- Images must be submitted at 300dpi.
- The county will not accept oversized plats, highway maps, multiple jurisdiction instruments unless
- Richmond County requires a submitter MOU prior to eRecording in the county. See the CSC Submitter MOU Guide for instructions:

<https://apps.erecording.com/Quickstart/CSC%20County%20Authorization%20Guide.pdf>

Document Types	Required Indexed Fields
AFFIDAVIT AFFIDAVIT OF AFFIXATION AFFIDAVIT W/ PLAT AGR. (LEASE) COM TOWER EQUIP/ANT AGREEMENT AGREEMENT (LEASE) - COAL & MINERAL AGREEMENT W/ PLAT AGREEMENT/TOWER LEASE AGREEMENT/TOWER LEASE w/PLAT AMENDMENT ANNEXATION ORDER APPT OF GUARDIAN/CONSERVATOR +ASSIGNMENT +ASSIGNMENT BENEFIT OF CREDITOR +ASSIGNMENT OF LEASE/RENT +ASSIGNMENT WITH PLAT *BURIAL-CERTIFICATE DEED +CERT. OF SATISFACTION W/ PLAT +CERT. PARTIAL SATISFACTION +CERT. PARTIAL SATISFACTION W/ PLAT +CERTIFICATE MERGER +CERTIFICATE OF EXTENSION-DEEDOFTRUS +CERTIFICATE OF PARTIAL RELEASE +CERTIFICATE OF RELEASE +CERTIFICATE OF RELEASE W/ PLAT +CERTIFICATE OF SATISFACTION +CERTIFICATE OF TRANSFER +CERTIFICATE OF TRANSFER W/ PLAT	All Doc types Require: Grantor/Grantee Requesting Party/Address Original Parcel ID Additional Indexing: +Instrument Number *Assessed Value, Consideration Amount **Consideration Amount #Loan Amount

COND. SEPTIC TANK PERM. W/ PLAT
CONDITIONAL SEPTIC TANK PERMIT
CONDOMINIUM INSTRUMENT
CONDOMINIUM INSTRUMENT W/ PLAT
CONFIRM. CONDEMN. ORDER W/ PLAT
CONFIRMING CONDEMNATION ORDER
CONTRACT
CONTRACT W/ PLAT
CORRECTION INSTRUMENT
CORRECTION INSTRUMENT W/ PLAT
DECLARATION
DECLARATION W/ PLAT
*DEED ARISING OUT OF CONTRACT
*DEED BARG SALE HUS.WIFE W/ PLAT
*DEED BARGAIN AND SALE W/ PLAT
*DEED BARGAIN SALE HUSBAND-WIFE
*DEED BARGAIN SALE LIFE ESTATE
*DEED CORPORATION CHANGING NAME
*DEED EASEMENT RIGHT WAY W/ PLAT
*DEED IN LIEU OF FORECLOSURE
#DEED IN TRUST
#DEED IN TRUST W/ PLAT
*DEED OF ASSUMPTION
*DEED OF ASSUMPTION W/ PLAT
*DEED OF BARGAIN AND SALE
*DEED OF BOUNDARY LINE ADJUSTMENT
*DEED OF CONFIRMATION
*DEED OF CONFIRMATION W/ PLAT
*DEED OF CONSOLIDATION
*DEED OF CONSOLIDATION W/ PLAT
*DEED OF CORRECTION
*DEED OF CORRECTION W/ PLAT
*DEED OF DEDICATION
*DEED OF DEDICATION W/ PLAT
*DEED OF DISTRIBUTION
*DEED OF DISTRIBUTION W/ PLAT
*DEED OF EASEMENT-RIGHT OF WAY
**DEED OF EXCHANGE
**DEED OF EXCHANGE W/ PLAT
*DEED OF GIFT
*DEED OF GIFT AND ASSUMPTION
*DEED OF GIFT W/ PLAT
*DEED OF GIFT WITH LIFE ESTATE
**DEED OF PARTIAL RELEASE
*DEED OF PARTIAL RELEASE W/ PLAT
**DEED OF PARTITION
**DEED OF PARTITION W/ PLAT
**DEED OF RELEASE
**DEED OF RELEASE W/ PLAT
**DEED OF RESTRICTED COVENANTS
**DEED OF SUBDIVISION
*DEED OF SUBDIVISION W/ PLAT
*DEED OF SUBORDINATION
*DEED OF SUBORDINATION W/ PLAT
#DEED OF TRUST
#DEED OF TRUST CREDIT LINE
#DEED OF TRUST MODIFIED
#DEED OF TRUST MODIFIED W/ PLAT
#DEED OF TRUST REVOLVING-EQUITY
#DEED OF TRUST SUPPLEMENTAL
#DEED OF TRUST W/ PLAT
*DEED PURSUANT to DIVORCE
*DEED PURSUANT to DIVORCE W/ PLAT
*DEED RESTRICT COVENANTS W/ PLAT
*DEED TRANSFER ON DEATH
*DEED TRANSFER ON DEATH REVOCATION
*DEED TRUST ADDITIONAL SECURITY

*DEED TRUST CONST. LOAN W/ PLAT
*DEED TRUST CONSTRUCTION LOAN
*DEED TRUST CREDIT LINE W/ PLAT
*DEED WITH VENDOR'S LIEN
*DEED WITH VENDOR'S LIEN W/ PLAT
DISCLAIMER
DIVORCE DECREE
ESCHEAT GRANT
FEDERAL ORDER-TITLE REAL ESTAT
HAZARDOUS WASTE MEMORANDUM
*HOMESTEAD DEED
*HOMESTEAD DEED W/ PLAT
INDENTURE-SUPPLEMENTAL INDENT.
LEASE AGREEMENT
LEASE AGREEMENT W. PLAT
*LEASE-MINERAL DEED
LETTER
LETTER W/ PLAT
LIEN ASSESSMENT OF CONDOMINIUM
LIEN BY PROPERTY OWNER'S ASSOC
LIST OF HEIRS
LR INDEX BOOK
MARRIAGE LICENSE
MECHANICS LIEN
MECHANICS LIEN W/ PLAT
MEMORANDUM OF LIEN
MEMORANDUM OF LIEN WITH PLAT
MODIFIED AGREEMENT
MODIFIED AGREEMENT W/ PLAT
NAME CHANGE DIVORCE
NAME CHANGE ORDER
NOTICE
NOTICE OF ATTACHMENT
NOTICE OF ATTACHMENT W/ PLAT
NOTICE OF LIEN
NOTICE OF LIS PENDENS
NOTICE OF LIS PENDENS W/ PLAT
NOTICE W/ PLAT
OPTION
OPTION WITH LEASE
OPTION WITH PLAT
ORDER
ORDER-DECREE CERT. BANKRUPTCY
ORDER-DECREE REAL EST. W/ PLAT
ORDER-DECREE TITLE REAL ESTATE
ORDIN. VACAT. ABANDON W/ PLAT
ORDINANCE
ORDINANCE VACATION OR ABANDON
OTHER
OTHER W/ PLAT
OVERSIZED PLAT MAP
PERMANENT LOAN DOT
PLAT/MAP WITH DEDICATION
PLATS/MAPS
POWER OF ATTORNEY
POWER OF ATTORNEY REVOCATION
*QUIT CLAIM DEED
*QUIT CLAIM DEED W/ PLAT
REAL ESTATE AFFIDAVIT
REAL ESTATE AFFIDAVIT (REA)
REAL ESTATE AFFIDAVIT W/ PLAT
REAL ESTATE INVESTMENT TRUST
+REFINANCE DEED OF TRUST
+REFINANCE DEED OF TRUST W/ PLAT
REL CERT OF TRANSFER W/ PLAT
RELEASE CERTIFICATE TRANSFER
RELEASE OF APPOINTMENT

RELEASE OF LIS PENDENS RELEASE OF MECHANICS LIEN RELEASE OF MECHANICS LIEN W/ PL RELEASE OF RIGHT FIRST REFUSAL RELEASE OF TAX PAYMENT AGREEMENT REPORT ON DEBTS AND DEMANDS RE-RECORDING RE-RECORDING W/ PLAT RESCISSION RESTRICTION RESTRICTION WITH PLAT ATTACHED RIDER RIGHT OF FIRST REFUSAL SEALED *SP. COMMISSIONER'S DEED W/ PLAT *SPECIAL COMMISSIONER'S DEED STATE HIGHWAY CERT. W/ PLAT STATE HIGHWAY CERTIFICATE STATEMENT SUBORDINATION AGREEMENT SUBORDINATION AGREEMENT W/ PLAT SUBSTITUTE TRUSTEE SUBSTITUTE TRUSTEE W/ PLAT **TAX DEED **TAX DEED W/ PLAT **TAX PAYMENT AGREEMENT *TIMBER-LEASE DEED *TIMBER-LEASE DEED W/ PLAT TRUST AGREEMENT TRUST AGREEMENT W/ PLAT *TRUSTEES FORECLOS. DEED W/ PLAT *TRUSTEES ON FORECLOSURE DEED WAIVER WELL DEDICATION WELL DEDICATION W/ PLAT WILL	
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