



## Document Bulletin for Roanoke County, VA

Roanoke 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:**

- Documents must have a 1 inch blank margin at top of first page and 1 inch blank margin on remaining sides of first page and on all sides and top of subsequent pages.
- Letter sized documents accepted.
- 300 DPI on all Images
- Hours of Operation: M-F, 8:30 AM to 4:30 PM

| Document Types  | Required Indexed Fields   |
|---|---|
| Affidavit<br>*Agreement<br>AgreementOfLease<br>Amendment<br>Assignment<br>AssignmentOfDeedOfTrust<br>AssignmentOfLeaseAgreement<br>CertificateOfPartialRelease<br>CertificateOfPartialSatisfaction<br>CertificateOfRelease<br>CertificateOfSatisfaction<br>CertificateOfTransfer<br>CommercialAssignmentOfDeedOfTrust<br>CommercialPartialSatisfactionOfDeedOfTrust<br>CommercialReleaseOfAssignmentOfLeasesAndRents<br>CommercialSatisfactionOfDeedOfTrust<br>CondominiumInstrument<br>*Contract<br>DeclarationStatement<br>*Deed<br>*DeedInLieuOfForeclosure<br>DeedInTrust<br>*DeedOfEasement<br>*DeedofTrust<br>*DeedOfTrustConstructionLoan<br>*DeedOfTrustCreditLine<br>*DeedOfTrustModified<br>*DeedOfTrustRefinance<br>*DeedOfTrustRevolvingEquityLine<br>DeedTrusteesOnForeclosure<br>Easement<br>GiftDeed | Indexing for all document types:<br>Grantor/Grantee<br>Requesting Party/Address<br>Tax Map/PIN<br>Coverpage attachment<br><br>Additional Indexing:<br>*Assessed Value, Consideration Amount,<br>Grantee Address |

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|---|--|
| Homestead<br>LisPendens<br>MechanicsLien<br>*MineralDeed<br>NoticeOfLien<br>PartialReconveyance<br>Plat<br>PowerOfAttorney<br>*QuitClaimDeed<br>Reconveyance<br>Release<br>ReleaseOfDeedOfTrust<br>ReleaseOfLisPendens<br>ReleaseOfMechanicsLien<br>RevocationOfPowerOfAttorney<br>Rider<br>Satisfaction<br>Subordination<br>SubstitutionTrustee<br>*TaxDeed<br>*TimberDeed<br>*TrustDeed |  |
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