



## Document Bulletin for Richmond City, VA

Richmond City, 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
- According to the VA Supreme Court Website, Cover-pages are not required for eRecording submissions.

Document Types	Required Indexed Fields
Affidavit +Agreement +Agreement of Lease Amendment Assignment AssignmentOfDeedofTrust AssignmentOfLeaseAgreement CertificateOfSatisfaction CertificateofTransfer CertificatePartialRelease CertificatePartialSatisfaction CertificateRelease CondominiumInstrument +Contract DeclarationStatement ++Deed +Deed of Easement ++DeedInLieuofForeclosure +DeedInTrust ++DeedOfTrust +DeedOfTrustConstructionLoadn +DeedOfTrustCreditLine ++DeedOfTrustModified +DeedOfTrustRefinance ++DeedOfTrustRevolvingEquityLine ++DeedOfTrusteeOnForeclosure +Easement	<p><b>Indexing for all document types:</b>            Grantor/Grantee            Requesting Party/Address            Tax Map/PIN</p> <p><b>Additional Indexing:</b>            +Consideration Amount, Grantee Address</p> <p>++Assessed Value, Consideration Amount,            Grantee Address</p>

++GiftDeed Homestead LeaseAgreement MechanicsLien +MineralDeed MineralLease NoticeOfLien NoticeOfLisPendens Plats PowerOfAttorney ++QuitClaimDeed Reconveyance Release ReleaseOfLisPendens RevocationOfPowerOfAttorney Rider Subordination SubstitutionTrustee ++TaxDeed +TimberDeed ++TrustDeed	
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