

QUITCLAIM DEED

THIS IS A SUGGESTED FORM OF A DEED RECOMMENDED BY THE REAL ESTATE SECTION OF THE VIRGINIA BAR ASSOCIATION (AND REPRINTED FROM THE FEE SIMPLE, A PUBLICATION OF THE REAL ESTATE SECTION OF THE VIRGINIA STATE BAR). THIS FORM IS NOT MANDATORY; OTHER FORMS ARE AVAILABLE. YOU SHOULD DETERMINE IF THIS FORM IS APPROPRIATE FOR YOUR TRANSACTION. IT IS A LEGALLY BINDING DOCUMENT. IF NOT UNDERSTOOD, LEGAL ADVICE SHOULD BE OBTAINED BEFORE IT IS USED.

THIS QUITCLAIM DEED is made as of _____, _____
(date), by and between _____
(seller's name(s)), as Grantor(s) and _____
(buyer's name(s)), as Grantee(s). Grantee's address is:
_____.

WITNESSETH:

That for and in consideration of the sum of Ten Dollars (\$10.00), cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Grantor(s) do(es) hereby quitclaim, release and convey to the Grantee(s), all right, title and interest of the Grantor(s) in and to the following described property located in the City/County of _____, Virginia:

WITNESS the following signature(s) and seal(s):

_____ (Seal)

STATE OF _____

County/City of _____ to wit:

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____.

Notary Public

My Commission expires: _____

Virginia Code § 17.1-223 requires that before an instrument can be recorded in Virginia “the first page of the document “must bear” an entry showing the name of either the person or the entity who drafted the instrument, except that papers or documents prepared outside of the Commonwealth shall be recorded without such an entry.”

Capitalize entire name. Underscore surname (last name) only of individuals. Virginia Code § 17.1-223. Indicate marital status of individual Grantor(s).

CONSIDERATION: should be stated at top of first page. [If the recording is exempt from recording tax, the following language should be inserted at the top of the first page: _____ TAX EXEMPTION PURSUANT TO CODE SECTION _____]

Virginia Code § 17.1-252 permits clerks to require that any deed or other instrument conveying or relating to an interest in real property bear in the left margin of the first page of the deed or other instrument the tax map reference number or numbers, or the parcel identification number (PIN) or numbers, of the affected parcel or parcels.

If Grantor is a corporation or partnership, use appropriate acknowledgement as provided in Virginia Code § 55-118.6.

§ 17.1-223. Duty of clerk to record writings, etc., and make index. - Every writing authorized by law to be recorded, with all certificates, plats, schedules or other papers thereto annexed or thereon endorsed, upon payment of fees for the same and the tax thereon, if any, shall, when admitted to record, be recorded by or under the direction of the clerk on such media as are prescribed by § 17.1-239. However, the clerk may refuse to accept any writing for filing or recordation unless (i) each individual's surname only, where it first appears in the writing, is underscored or written entirely in capital letters, (ii) each page of the instrument or writing is numbered, (iii) the Code section under which any exemption from recordation taxes is claimed is clearly stated on the face of the writing, (iv) the names of all grantors and grantees are listed as required by §§ 55-48 and 55-58, and (v) the first page of the document bears an entry showing the name of either the person or entity who drafted the instrument, except that papers or documents prepared outside of the Commonwealth shall be recorded without such an entry. In addition, no deed shall be accepted for record by the clerk unless it is accompanied by a current business or residence address of the grantee or a

designee. However, if the writing or deed is accepted for record and spread on the deed books, it shall be deemed to be validly recorded for all purposes. Such books shall be indexed by him as provided by § 17.1-249 and carefully preserved. Upon admitting any such writing or other paper to record the clerk shall endorse thereon the day and time of day of such recordation. More than one book may be used contemporaneously under the direction of the clerk for the recordation of the writings mentioned in this section whenever it may be necessary to use more than one book for the proper conduct of the business of his office. After being so recorded such writings may be delivered to the party entitled to claim under the same.

§ 17.1-252. Indexing by tax map reference number. - Circuit court clerks may require that any deed or other instrument conveying or relating to an interest in real property bear in the left margin of the first page of the deed or other instrument the tax map reference number or numbers, or the parcel identification number (PIN) or numbers, of the affected parcel or parcels. Upon admitting the deed or other instrument to record, the clerk may, in addition to any other indexing required by law, index the deed or other instrument by the tax map reference number or numbers or by the parcel identification number or numbers.

The 1999 amendments, at the beginning of the section, substituted "Circuit court clerks" for "The Clerks of the Circuit Courts of Arlington, Augusta, Chesterfield, Fairfax, Fauquier, Henrico, Loudoun, Montgomery, Prince William, Roanoke, Rockingham, Spotsylvania and Wise Counties and the Cities of Alexandria, Fairfax, Falls Church, Norton, Richmond, Roanoke, and Virginia Beach."