

The Circuit Court Clerk's Land Records Office records all documents pertaining to real estate and files all judgments and U.C.C. Financing Statements.

Frequently Asked Questions

How can I obtain parcel identification numbers for property?

How can a recorded deed be changed

Can I prepare my own deed?

How do I change, add or erase a name on a deed?

Is it necessary to delete a deceased spouse's name from a deed?

If a woman marries, should she change her name on her deed?

Does the City of Virginia Beach accept quit claim deeds?

What happens when I pay off my mortgage?

How can I obtain a copy of my deed, certificate of satisfaction or other recorded document?

Can anyone look at my deed or mortgage?

How do I obtain a house location survey?

How do I check easements, right of ways and deed restrictions on my ground?

What are the Recording Standards?

Do you offer Remote Electronic Filing (e-filing)?

How can I obtain parcel identification numbers(GPIN) for property located in the City of Virginia Beach?

Call the Real Estate Assessor's Office at (757)385-4601 or visit their website at www.vbgov.com.

How can a recorded deed be changed?

The only way to change a recorded deed is to have a new deed prepared and recorded in the Clerk's Land Records Office. The deed on record cannot be changed. Once a document is recorded, it cannot be changed. The Clerk's Land Records Office does not prepare deeds, advise on what type of deed fits your needs or have any deed forms. It is recommended that you seek legal advice in this very important matter and protect the biggest investment of your life, even if it is a family related change to your document.

Can I prepare my own deed?

The Clerk's Land Records Office will accept a deed that a property owner or an attorney who is a member of the Virginia Bar prepares, but the Office only checks to see that it is signed and notarized. The Office does not check for any other important legalities.

How do I change, add or erase a name on a deed?

This can only be accomplished by recording a new deed showing the change. A transaction must take place between the old owners and the new owners. Many people think they just come to the office and change the present deed on record. However, once a document is recorded, it cannot be changed. A new deed can be prepared by an attorney.

Is it necessary to delete a deceased spouse's name from a deed?

Generally no, if the property was held jointly by husband and wife as tenants by entireties. If and when the survivor sells or mortgages the property, he or she simply explains in the new deed or mortgage that the other spouse is deceased. There could be special circumstances such as when title is held as tenants in common that would require different handling. An attorney should be consulted.

If a woman marries, should she change her name on her deed?

It's not legally required, but again consult your Attorney. Each individual's situation may differ.

Does the City of Virginia Beach accept quit claim deeds?

Yes. However, there is NO tax exemption code that applies. Taxes will be based on the consideration or value of interest in the property. If a grantor can prove to the clerk by providing a chain of documents that the grantor does not have claim to any interest in the property, then taxes would be collected on a nominal value of \$100.00.

What happens when I pay off my mortgage?

When a mortgage is paid off, you should receive a Certificate of Satisfaction from your lender after it has been recorded in the Clerk's Office. You will not receive any document from the Clerk's Office. The recorded Certificate of Satisfaction is the only document that you need to prove that your loan is paid off.

How can I obtain a copy of my deed, certificate of satisfaction or other recorded document?

You can obtain a copy of your Deed, Certificate of Satisfaction or any other recorded document at the Circuit Court Clerk's Office, for a fee of 50 cents per page and \$2 for certification, if

needed. A deed is usually one to three pages and a Certificate of Satisfaction is usually one page. You may also mail your request to our office. Be sure to include payment and a stamped self-addressed envelope.

Can anyone look at my deed or mortgage?

Yes. Anyone can visit the Clerk's Office and look at any deed or mortgage.

How do I obtain a house location survey?

The Clerk's Office does NOT have individual house location surveys. There is no legal requirement that a house location survey be recorded with a deed. Usually, owners are given the house location survey at settlement. If you need a copy of the survey for an addition, deck, fencing, shed, driveway, etc., you may try to contact the surveyor who originally surveyed the subdivision, your settlement agent, attorney or lenders if they have one available. If you cannot locate one, you may need to have your property re-surveyed.

How do I check easements, right of ways and deed restrictions on my ground?

This could be difficult since deed restrictions do not have to be spelled out in each new deed. A restriction could be in a deed ten owners back and still be in effect. Most attorneys do complete searches before granting title insurance. These restrictions will be reported. You can retain their professional services for your questions. Our staff will help assist you the procedure to look at prior deeds, but we cannot do searches.

What are the Recording Standards?

The City of Virginia Beach Circuit Court Clerk's Office follows the Library of Virginia's Standards for Recorded Instruments and Standards for Plats. The Circuit Court Clerk's Office policy states that it will not knowingly record any document containing a social security number in accordance with the provisions of Virginia Code § 17.1-227.

Do you offer Remote Electronic Filing (e-filing)?

Our office does offer e-filing of land records. For more information, call our office at (757)385-8821.