

## Quick Reference Guide for Indexing Land Records Instruments [for Cover Sheet preparation]

Document Type	Grantors	Grantees
<b>Affidavit</b>	All names	n/a
<b>Assignment</b>	Assignor/Bank signing over loan	New mortgage holder
	First Trustee listed	
	Borrowers	
<b>Certificate of Satisfaction</b>	First Trustee listed (if none, bank) Persons listed as grantors, borrowers & makers	Persons listed as grantors, borrowers & makers
<b>Certificate of Take (VDOT)</b>	Property owners	VA COML OF TRANSPORTATION COMR
<b>Contract</b>	Party of the first part	Party of the second part
<b>Declarations</b>	All names and subdivision name	n/a
<b>Deed of Bargain &amp; Sale</b>	Persons conveying the property	Persons receiving the property
<b>Deed of Easement</b>	Persons granting easement	Persons receiving easement
<b>Deed of Foreclosure</b>	Trustee or Substitute Trustee Bank - if listed Bidder - if listed as grantor Names of borrowers who defaulted	Buyer and/or bidder if listed as grantees
<b>Deed of Gift</b>	Persons conveying the property	Persons receiving the property
<b>Deed of Release</b>	First Trustee listed (if none, bank) Persons listed as grantors, borrowers & makers	Persons listed as grantors, borrowers & makers
<b>Deed of Trust</b>	Persons borrowing the money	First Trustee listed
<b>Homestead Deed</b>	Names of persons filing deed	n/a
<b>Lien</b>	Persons owing money	Claimant/Association
<b>Mechanic's Lien</b>	Property owners Contractors (general, sub-contractors)	Claimant
<b>Modification Agreement</b>	Borrowers	Bank
		Trustees, if listed
<b>Modification of Deed of Trust</b>	Borrowers	First Trustee listed
<b>Power of Attorney</b>	Person granting POA	Person empowered
<b>Release of Mechanic's Lien</b>	Claimant Property owners Contractors (general, sub-contractors)	Property owners Contractors (general, sub-contractors)
<b>Subordination Agreement</b>	Every party listed	Every party listed
<b>Substitute Trustee</b>	Bank appointing Trustee Borrowers Old Trustees	New Trustees