



BANKERS TITLE

S H E N A N D O A H

202 N. Loudoun St. Suite 310
Winchester, Virginia 22601
(540) 678-8200 (888) 259-7184
Fax: (540) 662-8679

REQUEST FOR RECORDING

CITY/COUNTY: _____

BORROWER: _____

FILE NO: _____ **SH**

ATTORNEY/BANK: _____

CONTACT: _____

PHONE: (_____) _____

DATE OF RECORDING: _____

DATE & TIME DOCUMENTS WILL BE READY FOR PICK-UP: _____

LOCATION OF PICK-UP: _____

DOCUMENTS MUST BE DELIVERED TO THE BRANCH NEAREST THE COURTHOUSE

PLEASE CONTACT BANKERS TITLE TO CONFIRM RECORDATION

THE FOLLOWING ITEMS MUST BE PROVIDED TO THE TITLE SEARCHER FOR RECORDATION (Please do not give Bankers Title premium check or requirements to the title searcher)

_____ **ORIGINAL DEED OF TRUST (WITH LEGAL DESCRIPTION ATTACHED)**

_____ **COPY OF TITLE BINDER**

_____ **CHECK PAYABLE TO THE CLERK, CIRCUIT COURT FOR RECORDING FEES**

_____ **SELF-ADDRESSED, STAMPED RETURN ENVELOPE**

THIS FORM MUST BE FAXED TO BANKERS TITLE AT LEAST 24 HOURS PRIOR TO RECORDING DATE.