

BANKERS TITLE, LLC
RICHMOND, VA

FAX THIS FORM 24 HOURS PRIOR TO
RECORDING DATE

FAX TO:

Bankers Title

Fax: (804) 560-7202 Or (800) 229-5565

(PLEASE DO NOT GIVE BANKERS TITLE PREMIUM CHECK OR REQUIREMENTS TO THE SEARCHER)

County/City: _____ (where recording will take place)

Borrower: _____ File No: _____ BT

Atty/Bank: _____ Fax #: _____

Contact: _____ Phone #: _____

DATE DOCUMENTS NEED TO BE RECORDED: _____

Date and Time documents will be ready for pick-up _____
Please call Bankers Title if this changes.

Location of Pickup: _____

**** THE FOLLOWING ITEMS MUST BE PROVIDED****

- Original Deed/Deed of Trust (with legal description attached)
- **Copy of title binder or prior policy**
- **Check payable to the Clerk, Circuit Court for recording fees**
- **Self addressed, stamped return envelope – Must have to return recording receipts and recorded documents**
- **Cover sheet (if property is located in Henrico or Chesterfield Counties)**

_____ OTHER ITEMS INCLUDED: _____