

Information

Effective date

July 29, 2005

Use

The *Deed Of Trust – Virginia* (Form 630095) is used to perfect a security interest in real estate located in Virginia. It must be filed in the office of the clerk of the court in the city or county where the real estate is located. The Deed of Trust may be used whenever a loan is secured by real property located in Virginia and the property is being pledged to secure only one (1) note, and modifications, extensions, and renewals of the note, as long as no new money is advanced.

A Credit Line Deed of Trust – District of Columbia (Form 630084) should be used if SunTrust intends to secure multiple obligations.

A copy of the Deed of Trust and the clerk's receipt must be maintained in the collateral file until the original, recorded credit line deed of trust is returned from the recording office.

Instructions

The table below shows section names and descriptions for the items required in the *Deed Of Trust – Virginia* (Form 630095).

Notes:

- If the loan is made to finance the purchase of the real estate, the following must be typed on the first page of the deed of trust: "This deed is given to secure purchase money."
- Recordation standards require a minimum one-inch margin on the top, left and bottom margins and one-half inch on the right margin; do not write in this space.

Section	Description
PIN/Tax Map Reference No.	<i>Personal Identification Number (PIN) or Tax number</i> of the property.
date (Heading Implied)	<i>Date</i> the deed of trust is to be effective.
By and among (Heading Implied)	<p>All <i>persons</i> or <i>entities</i> that have an ownership interest in the property are Grantors. Since Grantors will be indexed according to the names listed, names must agree exactly with the names as property is titled.</p> <p>Indicate <i>Grantor's name</i> and <i>form of ownership</i>. If Grantor is a business, identify the <i>form of business</i> (corporation, partnership, limited liability company, etc.). If the Grantor acquired title is some other name, or uses different permutations of his name, the fact should be noted.</p> <p><u>Examples:</u></p> <ul style="list-style-type: none">• John J.JONES, married, and Peter SMITH, unmarried, as joint tenants.• John J. JONES and Mary JONES, husband and wife, as tenants by the entirety.• Jones Plumbing, Inc., a Virginia Corporation.

Section	Description								
	Caution: The surname only must be in all caps or underlined. Do not place first or middle names in all caps or underline.								
Trustees (Heading Implied)	<p><i>Name of two (2) persons authorized to serve as Trustees for Virginia real estate.</i></p> <p>Note: Trustees must be Virginia residents.</p> <p>Reference: Contact Regional Credit Administration for a list of persons who are qualified to serve as trustees for Virginia real estate.</p> <p>Note: The surname of the trustees must be in all caps or underlined. Do not place first or middle names in all caps or underline.</p>								
Address (Heading Implied)	<p><i>Address to be used for the Trustees.</i></p> <p>Notes:</p> <ul style="list-style-type: none"> • Trustee must have a <u>Virginia</u> address. • Street address must be used; post office box address is not acceptable • The following Richmond CCSC Address may be used for SunTrust employees who serve as trustees: SunTrust Commercial Credit Operations Center Attn: Collateral Department 10710 Midlothian Turnpike Richmond, VA 23260-6202 								
Preparer (Heading Implied)	<p><i>Enter "SunTrust Bank".</i></p> <p>Note: If closing attorney will complete the form, attorney should enter his/her name here.</p>								
Location (Heading Implied)	<i>City or county where the property is located.</i>								
Location (Heading Implied)	<i>Street address of the property or short legal description if property does not have a street address.</i>								
Borrowers (Heading Implied)	<i>Names of all Borrowers (may be different from the Grantor).</i>								
amount of (Heading Implied)	<i>Total amount of note to be secured (written and numeric).</i>								
dated (Heading Implied)	<i>Date of note to be secured.</i>								
2	<p>Determine lien position.</p> <table border="1" data-bbox="500 1402 1154 1591"> <thead> <tr> <th data-bbox="500 1402 748 1465">CHECK the...</th> <th data-bbox="748 1402 1154 1465">IF the credit line deed of trust is....</th> </tr> </thead> <tbody> <tr> <td data-bbox="500 1465 748 1497">first box</td> <td data-bbox="748 1465 1154 1497">a first lien.</td> </tr> <tr> <td data-bbox="500 1497 748 1528">second box</td> <td data-bbox="748 1497 1154 1528">a second lien.</td> </tr> <tr> <td data-bbox="500 1528 748 1591">third box</td> <td data-bbox="748 1528 1154 1591">neither a first nor second lien; indicate lien position.</td> </tr> </tbody> </table>	CHECK the...	IF the credit line deed of trust is....	first box	a first lien.	second box	a second lien.	third box	neither a first nor second lien; indicate lien position.
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first box	a first lien.								
second box	a second lien.								
third box	neither a first nor second lien; indicate lien position.								
16e	<p><i>Amount of fire and extended coverage insurance required.</i></p> <p>Caution: By law, the amount of insurance required may not exceed the value of the improvements to the real estate. In determining the replacement value of the improvements, you may use the value placed on the improvements by the insurer or use the value from the appraisal.</p>								
24	<i>Check the box if a condominium, PUD, or other rider is attached. Describe the rider.</i>								
Signature(s) of	<i>Signature of all persons or entities with an ownership interest in the property.</i>								

Section	Description
Grantor(s)	Note: The names as typed or printed must agree exactly with the names shown as "Grantor" in page 1.
Acknowledgements	All signatures must be notarized.
Exhibit A	<p>Note: This Exhibit A may be used, or the Legal Description from the title work may be labeled as Exhibit A and substituted for this Exhibit A. If this Exhibit A is used, complete as follows:</p> <p>Reference the attached deed of trust by specifying:</p> <ul style="list-style-type: none"> • the <i>date</i> of the deed of trust, • the <i>name(s)</i> of the Grantor(s), and • a full <i>legal description</i> of all real estate, including the being clause if available.