

Fairfax VA – County Code 101 – **USE REMOTE C76**

<https://www.fairfaxcounty.gov/cpan/index.cfm>

User Name – **xjwaltm** Password – **This has already been completed for you**  
**(Password requires changing every 2-3 months-NOTIFY OUR OFFICE WHEN PASSWORD REQUIRES CHANGING - DO NOT CHANGE PASSWORD)**

Click “Land Records” blue tab  
On left side of screen, Search by “Document Type”

At “Document Type”, click to highlight – **Deed**  
Then while holding down the Ctrl-key, click the following:  
**Refinance Trust** (these will always be SAMS)  
**Trust**  
**Commissioners Deed**  
**Mortgage**  
**Quitclaim Deed**  
**Trustees Deed**

At “Action Code”, click – Original  
At “Start Date” and “End Date”, type date in mm/dd/yyyy format (Do ONE day at a time)  
Click – Search

At “Show”, click – 500 Per Page and wait for screen to refresh  
Click ONCE on header “Instrument #” to sort by instrument number  
Wait for the screen to refresh – make sure it’s in numerical order

Move mouse over the line to highlight the Deed you want to view and click one time  
It will bring up the details below and change index to shorter view mode which is fine.  
Click “View Image” to view the document in a new window.  
You don’t have to close out the image – it will be replaced with the next image you select.

Page through the Deed to get all needed information. The first page of almost all Fairfax documents will be a cover page. Do NOT get any information from the cover page. After you’ve gotten all information from Deed, toggle back to Index and move mouse to highlight the matching mortgage and click one time.

The mortgage should be listed below the deed.  
Make sure the Grantor on the Mortgage matches the Grantee from the Deed.  
Click “View Image” to view the document in a new window.  
Page through the Mortgage to get all needed information.  
You don’t have to close out the image – it will be replaced with the next image you select.

When you get to the bottom of the Index, if there are more pages to view, click “Next 500”.  
It will clear out your image window at the start of each new page on Index.

When you reach the end of the file date, go to the top and change the Start Date and End Date to the next date you want to do. Then click – Search. All other information should stay the same.  
You will need to do the sort by instrument number again to put in numerical order.

The latest file date available is always ONE business day back from current date.

NOTES – Some Deeds labeled as “Trustees Deed” may be foreclosure deeds. If foreclosure deed, it will be listed on the Deed document. Sometimes the information on Index is incorrect where they list the seller (grantor) name as both seller and buyer but once inside the Deed document, you can see that seller name was not listed also as buyer.

COLLECT FORECLOSURE DEEDS. Code as Document Type “2” just like for Trustee Deeds. For Foreclosure Deeds, the first seller will be the first name listed on the document. The second seller will be the “original buyer” of the property. Always key the original buyer of the property as the second seller.

For the Fairfax VA terminal data entry screen, the login is **FAIRFAXVAIH** (all lowercase).

### The Data Entry Process –

Get from Index -

File Date

Book (use the 1<sup>st</sup> 4 digits of the instrument number – represents the File Date YEAR)

Page (use the remaining 9 digits of the instrument number)

Map ID (be sure to include all dashes if included with them) – get from deed if not listed on Index

Get from Deed document -

Home Value (consideration on index is not always correct)

2 Sellers (if a business, type in Last Name field)

2 Buyers (if a business, type in Last Name field)

Doc Types – (for Deeds)

1=General Warranty

2=Trustees or Foreclosure

3=Assumption

4=Special Warranty

5=Quitclaim

6=Commissioners or Special Commissioners

Deed Date

Get from Index –

Mortgage Book (hit “Enter” key and it will put same book number as for Deed)

Mortgage Page (use the remaining 9 digits of the instrument number)

Get from Mortgage document –

Lender

Loan Amount

Loan Types – (for matching mortgages of deeds)

C=conventional

V=Veterans Affairs (includes if VA Rider or Assumption Rider box is checked)

F=FHA

L=credit line

Rate Types – (for matching mortgages of deeds)

F=fixed

V=adjustable (includes if Adjustable Rate Rider or Balloon Rate Rider box is checked)

Street Number

Street Name

Street End

Zip

Unit

Street Prefix

Street Suffix

Hit "Esc" key twice to enter data into our system.