



## Loudoun County Sanitation Authority

### Signature Deed Processing Request and Checklist

Please complete this form and attach it to your deed package. A separate form must accompany each request.  
**PLEASE PRINT**

County Project ID Number: \_\_\_\_\_  
Complete Project Name: \_\_\_\_\_  
\_\_\_\_\_

Submitter's Name: \_\_\_\_\_  
Submitter's Telephone Number: \_\_\_\_\_  
Submitter's E-Mail Address: \_\_\_\_\_

You will be notified by E-Mail when your executed deed is ready for pickup. If you prefer to be notified by phone, please check here

#### Submission Requirements Checklist

The following items must be included in your submission package. INCLUDE ONLY THOSE ITEMS LISTED. Submission of additional items will result in the package being returned without processing. Only the original deed will be returned—all other items are retained for LCSA's files.

- Completed Signature Deed Processing Request and Checklist
- Original executed deed (*all signatures except the County and LCSA*)
- One (1) copy of the approved plat
- County Attorney's approval letter
- County Project Manager's request for signature deeds

LCSA is sensitive to the importance of obtaining executed deeds in a timely fashion and makes every effort to process these requests as expeditiously as possible. However, please keep in mind that delays do occur. Please allow a minimum of 3 to 5 business days for the processing of your request.