



Administrative Recording Requirements

District of Columbia

Marital State: No
Trust State: Yes
Mortgage State: No

Recording Structure: 1 recording office / Recorder of Deeds

Required Documents: **Real Property Recordation FP-7/C (ROD 1)**
Transfer Tax Form FP 7CA (ROD 2)
Security Affidavit - Class 1 (ROD 21) required for all mortgages
Spousal Affidavit ORD (ROD 19) required for adding or removing spouse
Parental Affidavit (ROD 20) required for transfers involving parent/child
Re-Records Certification (ROD 24) required for all re-records
All forms available on Recorder Website:
<http://otr.cfo.dc.gov/otr/site/default.asp>

Formatting of Documents:

Not specified by statute

Other Requirements: Printed name and address of all parties must be above or below all signatures.
Self-addresses stamped envelope is required
Spouse or domestic partner signature is required. Clearly note if unmarried
Deeds must be recorded within 30 days of execution
Subsequent filings should include reference date, book & pages

Fee Structure: <http://otr.cfo.dc.gov/otr/cwp/view,a,1328,q,593414.asp>

Blanket Assignments: Not accepted

Blanket Releases: Not accepted

Completion Time: 6 - 8 months