



## 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

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.  
Recording Requirements are subject to change at any time without notice. as of 3/10/2010