

State of District of Columbia Administrative Recording Requirements:

Marital State: No

Trust State: Yes

Mortgage State: No

BASIC REQUIREMENTS:

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" maximum accepted

Non-standard fee:

- Not accepted

Margins:

- First Page: 3 ½" by 5" Top-Right corner; 1" other sides
- Other pages: 1"

Print:

- Black ink/10 point font minimum

Preparer Info:

- Not Required

Vesting:

- No unique requirements

Marital Status:

- Not Required

APN/PID Number:

- Not Required

Witnesses:

- None required

Printed names:

- Required below all signatures

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.
Always verify requirements and fees with the appropriate recording office.

As of May 5, 2017



Legal:

- Include state, county, and municipality in 1st paragraph
- Must accompany all instruments
- Lot & Square numbers
- Condo properties require a separate lot number

Notary:

- Date of Acknowledge
- Expiration of Notary
- Stamp or Seal

FORM REQUIREMENTS:

Deeds of Trust:

- Form FP 7/C – Real Property Recordation and Transfer Tax Form per instrument
- Class 1 and 2 Security Affidavit
- Both forms must be formatted 8 ½" by 11"

Deeds:

- Form FP 7/C – Real Property Recordation and Transfer Tax Form (must be formatted 8 ½" by 11")

Subordination Agreement:

- Does NOT require FP 7/C form or Security Affidavit

Lost Affidavit:

- Only accepted if instrument is an Assignment
- Will not accept for Deed of Trust

Death certificate:

- No affidavit required

Power of attorney:

- Legal Description

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COMMON REJECTION REASONS:

- FP 7/C Form/Security Affidavit missing/incomplete
- FP 7/C Form/Security Affidavit not formatted 8 ½" by 11"
- FP 7/C Form not signed by each grantor and grantee and notarized
- Legal Description missing

SPECIAL CHARACTERISTICS:

- When recording a Deed (Quitclaim Deed, Warranty Deed, etc.) with a Deed of Trust, two (2) sets of the FP 7/C form must be provided (both must be originals, completely filled out, signed by the borrower(s), and notarized).



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