



**Government of the  
District of Columbia**

Office of Tax  
and Revenue  
Recorder of Deeds  
1101 4th Street, SW  
Washington, DC 20024  
Phone (202)727-5374

**Documentation Required for Claiming Exemption  
from Recordation and/or Transfer Taxes**

The following documents must be submitted at the time of filing: A

- 1. Parent(s)/Child(ren):**  
Deed, Form FP 7/C, Parental Affidavit
- 2. GrandParent(s)/Grandchild(ren):**  
Deed, Form FP7/C, GrandParent and GrandChild Affidavit
- 3. Spouse(s):**  
Deed, Form FP7/C, Spousal Affidavit
- 4. Deeds pursuant to a Divorce or of Separate Maintenance:**  
Deed, Form FP7/C, Divorce Decree and/or Separation Agreement
- 5. Domestic Partners:**  
Deed, Form FP7/C, Domestic Partnership Affidavit
- 6. Deeds of Personal Representatives of Decedent dying on or after January 1, 1981 (for no additional consideration):**  
Deed, Form FP7/C, copy of Letters of Administration, copy of the filed Petition for Probate
- 7. Intestate Decedent (person dies without a Will prior to January 1, 1981):**  
Deed, Form FP7/C, copy of Death Certificate, copy(ies) of any other supporting documentation regarding heirship
- 8. Testate Decedent (person dies with a Will prior to January 1, 1981):**  
Deed, Form FP7/C, copy of Death Certificate, copy of Will stamped by Probate Officer
- 9. Surviving Tenant by the Entirety/Joint Tenant(s):**  
Deed, Form FP7/C, copy of Death Certificate, recorded copy of prior Deed
- 10. Revocable Trust:**  
Deed, Form FP7/C, copy of complete Revocable Trust
- 11. Lower Income Homeownership Program:**  
Deed, Form FP7/C,  
FP-420 (application of lower income/shared equity homeownership exemption)  
copy of Settlement Statement, copy of Sales Contract  
Income Verification-Evidence of income includes, but is not limited to:  

Current pay stubs	Employment letters
Retirement Allotment	Social Security Statements
Unemployment Compensation	Public Assistance Statements
Income Tax Returns (previous)	



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**12. Non-Profit Organization:**

**Must submit the following document as Grantor:**

Deed, Form FP7/C, Stamped and initialed copy of letter from the tax office indicating the status of real property in the **Name of Grantor**

**Must submit the following documents as Grantee:**

Deed, Form FP7/C, Stamped and initialed copy of Form FP-300 (request for exemption from real property tax) submitted to the real property tax division of the Office of Tax and Revenue.

**13. Deed that Corrects, Confirms, Modifies or Supplements a Previously Recorded Document:**

Deed, Form FP7/C, Copy of previously recorded document

**14. Residential Deed of Trust:**

Deed of Trust, Form FP7/C, Class 1 Security Affidavit

**15. Purchase Money Mortgage or Purchase Money Deed of Trust**

(recorded simultaneously with the deed)

Deed, Purchase Money Mortgage or Purchase Money Deed of Trust

**16. Conversion of Partnership to a Limited Liability Company**

Deed, Form FP7/C, Certified Copy of the Certification of Conversion issued by DCRA, ROD Form 37 Affidavit of Transfer Pursuant to Entity Conversion

**17. Re-Recordings**

When Re-Recording Deed(s), Deeds of Trust, Modifications, Amendments you need:

Re-Recording Certification Form(s)

Form FP7/C

Original Recorded Document or a Certified True Copy (originated from this office)

And a copy of the Recorded Document (to attach to the Form FP7/C)

**18. All Other Types of Re-Recordings (not referenced above)**

Re-Recording Certification Form(s)

Original Recorded Document or a Certified True Copy (originated from this office)

And a copy of the Recorded Document (for this office to review)

**Other Exemptions**

Other exemptions not listed herein will have to be documented based upon the requirement of each type of filing.

**Please be advised that all documents, tax forms and affidavits indicated are to be notarized, acknowledged and must be reviewed by you for compliance before submission to the audit and/or the examination staff.**