

GENERAL INSTRUCTIONS FOR TIPICs



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

Clear all fields

You do not have to fill in this page. The title company fills in Parts A - I.
Elaine

Real Property Recordation and Transfer Tax Form FP 7/C

PART A - Type of Instrument

☐ Deed	☐ Tax Deed	☐ Deed of Trust	☐ Trustee Deed
☐ Easement	☐ Modification	☐ Lease	☐ Other

PART B - Property Description/Data/Property Being Conveyed

Square	Suffix	Lot	Square	Suffix	Lot

If more than one lot, list Square/Suffix/Lots below or attach addendum:

Square and/or Parcel Lot(s)

Property Address Unit No.

Street Number Street Name Quadrant

Property Use ☐ Residential ☐ Commercial ☐ Condominium ☐ Apartment

In addition to the use above, is this property being rented? ☐ Yes ☐ No

Interest Transferred ☐ Fee ☐ Leasehold ☐ Leasehold Improvement
☐ Easement ☐ Other

Interest Conveyed % Does this transfer include Condo Parking? ☐ Yes ☐ No

If YES, what is the parking account?

Square Suffix Lot

Sale Type ☐ Single/Parcel Improved - Arms Length
☐ Single/Parcel Vacant - Arms Length
☐ Multiple Parcels ☐ Arms Length ☐ Not Arms Length

Date of Deed Consideration \$ (Part H, Line #1)

Was personal property included in this transfer? ☐ Yes ☐ No

If YES, what type? Estimated Value \$

PART C - Instrument Submitted by or Contact Person

Name Firm

Address

City State Zip

PART D - Return Instrument To

Name Firm

Address Phone

City State Zip

PART E - Grantor(s) Information

Grantor	Grantor
Grantor	Grantor
Address	Phone
City	State Zip



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Grantor Tenancy

- ☐ Tenants in Common ☐ Joint Tenants ☐ Trustee
☐ Tenants by Entireties ☐ Sole

PART F - Grantee(s) Information

Grantee Grantee
Grantee Grantee
Address Phone
City State Zip

Grantee Tenancy

- ☐ Tenants in Common ☐ Joint Tenants ☐ Trustee
☐ Tenants by Entireties ☐ Sole

Interest Acquired

PART G - Mailing Address for Grantee (If different from Part F)

Last Name First Name Middle Name
Unit # Address
City State Zip
Phone

PART H - Consideration and Financing

"complete all items; insert zero if no amount"

Tax Exemption Application
Recordation Tax/Transfer Tax
(Cite to Specific DC Code Provision)

I. Deed

1. Acquisition Price		
Cash		
Amount of 1st Deed of Trust		
Exempt Amount(s)		
Purchase Money Amount		
Other Exempt Amount		
Nonexempt Amount(s)		
Amount of 2nd Deed of Trust		
Exempt Amount(s)		
Purchase Money Amount		
Other Exempt Amount		
Nonexempt Amount(s)		
Assumed		
Exempt Amount(s)		
Purchase Money Amount		
Other Exempt Amount		
Nonexempt Amount(s)		
2. Latest Assessed Value if No or Nominal Consideration (less than 30% of assessed value)		



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II. Deeds of Trust (no transfer of title)

Amount of Deed of Trust _____
Exempt Amount(s) _____
Nonexempt Amount(s) _____

3. Total of all Nonexempt Deeds of Trust (I & II) _____

PART I: Computation of Tax

If the residential deed transfer is for a total consideration of less than \$400,000 use Lines 1 and 2.
All other deed transfers, security instruments and commercial transactions use Lines 3,4,5 and 6.

1. Recordation Tax 1.1% of Line 1 or Line 2, Part H
2. Transfer Tax 1.1% of Line 1 or Line 2, Part H
3. Recordation Tax 1.45% of Line 1 or Line 2, Part H
4. Transfer Tax 1.45% of Line 1 or Line 2, Part H
5. Recordation Tax 1.45% of Line 3, Part H
6. Transfer Surtax 5% of Line 1 or Line 2, Part H (retail service sta.)

7. Total of Lines 1 & 2 OR 3, 4, 5 and 6

\$	
\$	
\$	
\$	
\$	
\$	
\$	0

PART J: Affidavit (Part A to J)

I/We hereby swear or affirm under penalty of perjury that this return, including any accompanying schedules/documents/and statements, has been examined by me/us and to the best of my/our knowledge and belief, the statements and representations are correct and true. I/We hereby acknowledge that any false statement or misrepresentations I/We made on this return is punishable by criminal penalties under the laws of the District of Columbia.

Attention Notary!

The borrower only
prints and signs his/her
name here. Note: There
is an "Affidavit
Addendum (FP7CA)"
form that is used for
additional owners.

Notary completes this
section here; beginning
with "Subscribed" and
ending with "My
Commission Expires:"

Please note: Only the
"Grantor(s)"
information is filled in
on this form; no
information is filled in
under the "Grantee(s)"
section.

Grantor(s)

Borrower "prints" name here.

Typed Name

Borrower "writes signature" here.

Signature

Date Borrower writes date here.

Subscribed to and sworn to before me
by Grantor(s) this _____ day of
_____, 201____.

Notary Public

My Commission Expires: _____
mm/dd/yyyy

Grantee(s)

Typed Name

Signature

Date _____

Subscribed to and sworn to before me
by Grantee(s) this _____ day of
_____, 201____.

Notary Public

My Commission Expires: _____
mm/dd/yyyy

**This information is subject to audit within three years of filing.
Please keep all supporting documentation.**



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SECURITY AFFIDAVIT — CLASS 1

Names of all borrowers (borrower and co-borrower(s)) on the loan should appear here. If more than 2 names, make a second copy.

Square

Suffix

Lot

I, (We) the owner(s) of the real property described within certify, subject to criminal penalties for making false statements pursuant to section 22-2405 of the District of Columbia Official Code, that the real property described within is Class 1 Property, as that class of property was established pursuant to section 47-813(c-4), with 5 or fewer units:

- (1) Borrower 1 and Borrower 2/Owner (if applicable) print names in box above.
- (2) Borrower 1 and Borrower 2/Owner (if applicable) write signatures in "Signature boxes."
- (3) More than two borrowers, make copy of this form and fill it it appropriately.

Signature

Signature

Subscribed and sworn to me before this day of , 201.

Notary completes notarial certificate wording.

Notary Public

My Commission Expires:
mmddyyyy



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**AFFIDAVIT ADDENDUM (FP7CA) TO DISTRICT OF COLUMBIA
REAL PROPERTY RECORDATION AND TRANSFER TAX FORM FP7/C**

This form may be used when additional space is required for the SIGNATURES by all parties to the deed to the real property(ies) described below. All signatures must be under oath, and this form must be attached to the D.C. Real Property Recordation and Transfer Tax Form FP 7/C.

PROPERTY DESCRIPTION								
Square	Suffix	Lot	Square	Suffix	Lot	Square	Suffix	Lot
Address								

Boxes in this paragraph are completed (print) by the co-borrower (not the borrower) and any other property owner.

I/We hereby swear or affirm that the attached return and any accompanying schedules and statements have been examined by Names of co-borrower & other owners if applicable. and to the best of my/our knowledge and belief the statements and representations appearing therein are true.

If more than 2 owners make a copy of this form to be filled in by the 3rd, 4th, etc. number of owners.

GRANTOR (Seller)	MAILING ADDRESS	Note, this says mailing address which may be different from property address.
Co-borrower prints name here	Co-borrower prints address	
Co-borrower writes signature here.		
If another co-borrower print name here.	Other co-borrower's address	
If another co-borrower, write signature here.		
GRANTEE (Purchaser)	MAILING ADDRESS	

Notary completes notarial certificate.

Subscribed and sworn to before me this day of , 20 .

Notary Public

My Commission Expires:

mmddyyyy