





**Government of the  
District of Columbia**  
Office of Tax  
and Revenue Recorder  
of Deeds  
1101 4th Street, SW  
Suite 270  
Washington, DC 20024  
Phone (202)727-5374

Square      Suffix      Lot

**PART F - Grantee Notification**

- Homestead/Senior Deduction:** Is the property being transferred described in Part B, going to be used as an owner occupied residential property by the new owner?
 

Yes	No
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If this is a refinance is the owner presently enrolled in the Homestead exemption Program?
 

Yes	No
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- Mixed Use Tax Class:** Will this property be mixed use property?
 

Yes	No
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- Low Income Tax Abatement:** Low income home owners may qualify for a 5-year tax abatement. If you are a low income homeowner you must complete and attach a Low Income Tax Abatement Application. If qualified, the tax abatement will begin for the first tax year following the transfer.

**PART G - Grantor(s) Information**

Grantor	Grantor		
Grantor	Grantor		
Address	Phone		
City	State	Zip	
<b>Grantor Tenancy</b>	Tenants in Common	Joint Tenants	Trustee
	Tenants by Entireties	Sole	
Grantor Social Security # or Fed. ID #			

**PART H - Grantee(s) Information**

Grantee	Grantee		
Grantee	Grantee		
Address	Phone		
City	State	Zip	
<b>Grantee Tenancy</b>	<input type="checkbox"/> Tenants in Common	<input type="checkbox"/> Joint Tenants	<input type="checkbox"/> Trustee
	<input type="checkbox"/> Tenants by Entireties	<input type="checkbox"/> Sole	
Interest Acquired	<input type="text"/> %	Grantee Social Security # or Fed. ID #	<input type="text"/>

**PART I - Mailing Address for Grantee** (If different from Part H)

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

**PART J - Consideration and Financing** (complete all items; insert zero if no amount)

Cash	\$	<input type="text"/>	Other	\$	<input type="text"/>
First Mortgage	\$	<input type="text"/>			
Second	\$	<input type="text"/>			
Assumed	\$	<input type="text"/>	1. Construction Loan	\$	<input type="text"/>
2. Total Consideration	\$	<input type="text"/>			
3. If no consideration, use Assessed Value (see Assessment Roll)	\$	<input type="text"/>			



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**PART K - Computation of Tax**

1. Recordation of Tax	1.1% of Line 2 or Line 3, Part J	\$	
1. Transfer Tax	1.1% of Line 2 or Line 3, Part J	\$	
1. Recordation Tax	1.1% of Line 1 (Construction Loan)	\$	
2. Recordation of Tax	1.5% of Line 2 or Line 3, Part J	\$	
2. Transfer Tax	1.5% of Line 2 or Line 3, Part J	\$	
2. Recordation Tax	1.5% of Line 1 (Commercial Construction Loan)	\$	
3. Total of Lines 1 or 2	.....	\$	

**PART L - Affidavit (Part A to L)**

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.

**Grantor(s)**

Typed Name

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Signature

Date

Subscribed to and sworn to before me  
by Grantor(s) this  day of  
, 200.

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Notary Public

My Commission Expires:   
mm/dd/yyyy

**Grantee(s)**

Typed Name

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Signature

Date

Subscribed to and sworn to before me  
by Grantee(s) this  day of  
, 200.

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Notary Public

My Commission Expires:   
mm/dd/yyyy

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