



Government of the District of Columbia  
Office of Tax and Revenue  
Real Property Assessment Division

## OTR Subdivision Plat Tax Certification Process Requirements

This document details the OTR "TAXES" section of the DCRA Office of the Surveyor's...

### ... "Instructions for Handling and Executing Subdivision Plats"

**1. Owner name(s) of active lot(s) printed on the Subdivision Plat must match OTR ownership records.**

- Recorded legal land transfer documents including but not limited to deeds may be checked to verify ownership.
- ◇ In cases where owner(s) signatures are not possible due to incapacitation or other circumstances please provide official documentation indicating the reason. (DCRA OS Enforced Requirement)
  - For example Death Certificate, Etc.
- ◇ Owner(s) must sign with witness signatures. (DCRA OS Enforced Requirement)
- ◇ Notary Public signature and seal must be BLACK INK, FIRMLY impressed, LEGIBLE. (\*DCRA OS Enforced Requirement)

**2. All Real Property Taxes/penalties must be paid in full up to and including the current half tax year.**

- \*When subdivision plat(s) are to be recorded at DCRA Office of the Surveyor between April 1 and September 30, Real Property Taxes **must be paid through September 30.**
- \*When subdivision plat(s) are to be recorded at DCRA Office of the Surveyor between October 1 and March 31, Real Property Taxes **must be paid through March 31.**
- Please Verify that all half tax year real property taxes and penalties are paid in full up to and including the current half tax year.
- You may obtain "estimated" current half tax year real property tax bills for a subdivision from:
  - **RPTA Adjustment Unit ([adjustments@dc.gov](mailto:adjustments@dc.gov)); 1101 4<sup>th</sup> St SW 20024 5<sup>th</sup> Floor**
- Proof of payment documents that are accepted:
  - Copy of "Wells Fargo" date stamped Transaction Receipt , and a copy of the "estimated" half tax year bill – Account Number on Wells Fargo receipt must be the property ID (square suffix lot)
  - Payment Verification on signed Mortgage Company Letter Head - must include the property ID

**3. Special Assessments, Arrears, Liens and other Taxes Due at submittal time, or discovered during the certification process must be paid in full.**

- These may include BID, Clean City, WASA, SE Water and Sewer, WaterFront Park, PACE, Etc.
- Taxes and other dues can be found online by at the "Real Property Assessment Database Search" at: [https://www.taxpayerservicecenter.com/RP\\_Search.jsp?search\\_type=Assessment](https://www.taxpayerservicecenter.com/RP_Search.jsp?search_type=Assessment) by SSL.
- Proof of payment documents that are accepted:
  - Official letters, receipts from the office(s) in charge of collections due.

**4. Tax Sale Review**

- Lot(s) that have participated in a tax sale and are not redeemed; the owner or agent must contact Assessment Services at 202-442-6901 for further instructions.

**5. Owner or Agent retrieving Sub Plat must sign Acknowledgement on Subdivision Plat:**

- "I acknowledge for the owners that this is not a tax certificate as intended by D.C. Code Section 47-405"

Ⓜ **5-7 business days** are required for the OTR subdivision tax certification process.

Ⓜ **Lots that participated in a tax sale, and are not redeemed, will prolong certification process beyond 5-7 business days.**

Ⓜ **Inaccuracies and Non-compliance with all requirements will prolong certification process beyond 5-7 business days until such inaccuracies and/or non-compliance issues are resolved by owner/agent.**

Ⓜ **OTR makes every attempt to contact the owner/agent upon discovery of non-compliance issues.**

Ⓜ **Other DC agencies involved in the DCRA Subdivision Plat process have their own deadlines.**

I \_\_\_\_\_ (owner/agent) have read the OTR Subdivision Plat Tax Certification Process Requirements.