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); 1101 4th St SW 20024 5th 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 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.

*DC Code: DC ST 47-832*