

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE



April 20, 2022

OTR NOTICE 2022-04

TAX DEED RECORDATION EFFECTIVE MAY 1, 2022

Effective May 1, 2022, the District of Columbia tax deed issuance and recordation process will be revised as follows.

Upon receipt of the final order, the tax sale purchaser shall provide a certified copy to the Office of Tax and Revenue (OTR).

After receipt of a certified copy of the final order, OTR shall generate a bill for deed directing the tax sale purchaser to pay the amounts required by applicable law. The purchaser should pay the required amount to the District within 30 days of the final order.

Proof of payment shall be remitted to OTR via mytax.dc.gov. Payment posting to the tax database could take up to five (5) business days from receipt of the payment.

At the time the proof of payment is remitted to OTR, the tax sale purchaser shall also submit to OTR, via mytax.dc.gov, a completed form ROD 1 - Real Property Recordation and Transfer Tax Form FP 7-C. The tax sale purchaser shall complete the portion of the FP 7-C form, as it pertains to it as the grantee under the Tax Deed and be sure it is notarized before submitting to OTR.

After review of tax account financials and applicable case documents, OTR will prepare the Tax Deed and complete the remainder of the FP 7-C form.

OTR will record the Tax Deed with the Recorder of Deeds (ROD).

ROD will return the original Tax Deed to the tax sale purchaser.

Questions should be directed to mytax.dc.gov via the tax sale purchaser's account.