



CONDOMINIUM RECORDING PROCESS

All offices located on the 2nd Floor of the Public Service Center at
1300 Franklin St, Vancouver, WA

STEP 1 Land Records 564-397-2002

Provide Land Records (GIS department) with the following:

- a perimeter legal description - contact information
- a copy of the proposed plat/plan - this form

When their review is done, this form will be returned to you, completed.

STEP 2 Treasurer 564-397-2252

Take this form to the Treasurer's Office.

They will collect any taxes due.

STEP 3 Auditor 564-397-2208

Take your project to the Auditor's Office for recording:

- dedication - check-off list from Surveyor's Office
- certificate for platting - CC&R's, easements, agreements, etc.
- notary page - legal description with surveyor's seal
- mylar

Project Name: _____

do not write below this line

PID(s)	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>
	_____ <input type="checkbox"/>	_____ <input type="checkbox"/>

checked box indicates boundary of current taxlot changing as a result of this project

Land Records Tech: _____

Date: _____