



## Boundary Line Adjustment procedures following the approval process

After you have finished the approval process, we will send a copy of the approved Boundary Line Adjustment to the King County Assessor's Office. Their office will review and sign the Boundary Line Adjustment so it can be recorded at the King County Recorder's Office.

The Assessor will adjust the boundary lines for tax purposes if all of the lots are under the same ownership. If lots are under separate ownerships, the lines will not be moved until land transfer documentation is received by the Assessor's Office.

To record land transfer documents such as deeds and mortgages, you must do the following:

1. Have a licensed surveyor or real estate attorney prepare a legal description of the area that you are gaining and/or losing, and a description of the newly configured lots. Attach this description to your deed, mortgage, or other land transfer document to be recorded.
2. Record the land transfer documents, including a completed Real Estate Excise Tax Affidavit, at the King County Recorder's Office. [Excise Tax Affidavit](#)

Make sure to write the file number of the approved Boundary Line Adjustment in Box 4 of the Excise Tax Form. The Recorder's Office will verify the amount of excise tax owed at the time you record the deed.

To contact the Recorder's Office:

King County Administration Building  
Recorder's Office, 500 Fourth Avenue, Room 311  
Seattle, WA 98104  
Phone: 206-296-1585, or customer service 206-296-1570  
Web site: [kingcounty.gov/recorder](http://kingcounty.gov/recorder)

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## Boundary Line Adjustment Procedures, continued

3. Submit copies of the recorded documents to the King County Assessor's Office Abstract Division:

King County Administration Building  
Department of Assessments, 500 Fourth Avenue, Room 708 (7<sup>th</sup> floor)  
Seattle, WA 98104  
Phone: 206-296-7300 or 206-296-5140  
Web site: [kingcounty.gov/assessor](http://kingcounty.gov/assessor)

4. If you are selling one of the lots involved in the adjustment, give the closing agent a copy of the recorded Boundary Line Adjustment and land transfer documents.