

**Deed Required Notification Clause**

September 2019

Recording a plan of subdivision alone does not change the ownership of the property. After a plan of subdivision has been recorded, a deed must also be recorded in order to transfer the title of the property from one landowner to another. If the deed and plan are recorded in the same year, the revaluation of the property will be completed and the tax bills adjusted accordingly by the following year.

To ensure that the owners of property in a plan of subdivision are aware of the requirements regarding deeds, the following notification must be provided on all subdivision record plans and signed by all parties who are identified on the plan as a landowner:

I/we, the undersigned, hereby certify that we understand the following:

1. That recording a plan does not transfer title of property between landowners.
2. That a deed must be recorded in order to transfer the title of property from one landowner to another landowner.
3. That the plan and deed must be recorded in the same year in order for the revaluation of the property to be completed and tax bills to be adjusted accordingly by the following year.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Owner