

Instructions to fill out a Restrictive Covenant Modification Form

Here are the steps to follow if:

- A recorded document in your property's title chain contains a racially restrictive covenant and
- You want to record a modification document

1. You will need the following information about your property:

- **Recording number** of the original document containing the racially restrictive covenant. You can find the recording number for known documents with racially restrictive language in Thurston County at ThurstonAuditor.org. It is not necessary to obtain the recording number for any later document repeating the terms of the original document or referencing its recording number.
- **Recording date** of the original document containing the racially restrictive covenant. You can find the recording dates for known documents with racially restrictive language in Thurston County at ThurstonAuditor.org.
- The **names of all current property owners** (you and any co-owners).
- The **tax parcel number** for your property. You can find the parcel number for your property using GeoData.org's "Property Map."
- **Both full and abbreviated Legal description** of your property.
 - You can find the **abbreviated legal description** for your property using GeoData.org's "Property Map."
 - The **full legal description** on the latest deed filed for your property. If you do not have a copy of your latest deed, you can find it using the Auditor Office's Online Record Index at ThurstonAuditor.org and search by your name or parcel number. You can also contact a title company for assistance, although *charges may apply*.
 - Note: Auditor's staff are unable provide legal descriptions over the phone.

2. Fill out the Restrictive Covenant Modification Document with the information above **but do not sign it yet**.

(OVER)

Instructions to fill out a Restrictive Covenant Modification Form, continued

3. Take the document and a government-issued photo ID (for example, a driver's license or passport) to a licensed notary public. Sign the document in the presence of the notary.

There may be a charge to have the document notarized. No-cost notary services are oftentimes available at your financial institution. *Notary services are not available at the Auditor's Office.*

No cost notary services for racially restrictive covenant modification forms are available at:

- All Thurston County Branches of Olympia Federal Savings | olyfed.com/locations
 - Online at notarize.com/windermere
4. Submit the completed, signed document to the Auditor's Office Recording Division for recording. You can bring the document to our office in person or mail it to:

Thurston County Auditor
Recording Department
2000 Lakeridge Dr. SW
Olympia WA 98502

5. Please include a return address so we can return the recorded document to you for your records, and a phone number in case we need to contact you with questions. **There is no charge to record the document.**