

State of Maryland Land Instrument Intake Sheet

Baltimore City

County:

Information provided is for the use of the Clerk's Office, State Department of Assessments and Taxation, and County Finance Office only.

(Type or Print in Black Ink Only-All Copies Must Be Legible)

1

Type(s)
of Instruments

☐ Check Box if Addendum Intake Form is Attached.)

Deed

Deed of Trust

Mortgage

Lease

Other

Other

2

Conveyance Type
Check Box

Improved Sale
Arms-Length [1]

Unimproved Sale
Arms-Length [2]

Multiple Accounts
Arms-Length [3]

Not an Arms-
Length Sale [9]

3

Tax Exemptions
(if Applicable)
Cite or Explain Authority

Recordation

State Transfer

County Transfer

4

Consideration
and Tax
Calculations

Consideration Amount

Finance Office Use Only

Purchase Price/Consideration

\$

Any New Mortgage

\$

Balance of Existing Mortgage

\$

Other:

\$

Other:

\$

Full Cash Value

\$

Transfer and Recordation Tax Consideration

\$

X () % =

\$

Less Exemption Amount -

\$

Total Transfer Tax =

\$

Recordation Tax Consideration

\$

X() per \$500 =

\$

TOTAL DUE

\$

5

Fees

Amount of Fees

I

Recording Charge

\$

Surcharge

\$

State Recordation Tax

\$

State Transfer Tax

\$

County Transfer Tax

\$

Other

\$

Other

\$

Doe 2

Agent

Tax Bill

C B Credit

Ag Tax/Other

6

Description of
Property
SDAT requires
submission of all
applicable information.
A maximum of 40
characters will be
indexed in accordance
with the priority cited in
Real Property Article
Section 3-104(g)(3)(i).

District

Property Tax 111) (1)

Grantor Liber/Folio mat)

Parcel No

Var Log

Subdivision Name

Lot (3a)

Block (3b)

SectAR(3c)

Plat Ref.

SqFt/Acreage (4)

Location/Address of Property Being Conveyed (2)

Other Property Identifiers (if applicable)

Water Meter Account

Residential ☐ or Non-Residential ☐ Fee Simple ☐ Grount Rent ☐ Amount

Partial Conveyance" ☐ Yes ☐ No Description/Amt. of SqFt/Acreage Transferred:

If Partial Conveyance, List Improvements Conveyed-

7

Transferred
From

Grantor(s) Name(s)

Doc 2 - Grantor(s) Name(s)

Doc I - Owner(s) of Record, if Different from Grantor(s)

Doc 2 - Owner(s) of Record, if Different from Grantor(s)

8

Transferred
To

Doc. I Grantee(s) Name(s)

Doc 2 - Grantee(s) Name(s)

New Owner's (Grantee) Mailing Address

9

Other Names
to Be Indexed

Doc I - Additional Names to be indexed (Optional)

Doc 2 - Additional Names to be Indexed (Optional)

110

Contact/Mail
Information

Instrument Submitted By or Contact Person

Name:

Firm:

Address:

Phone- ()

☐ Return to Contact Person

☐ Hold for Pickup

☐ Return Address Provided

11

IMPORTANT BOTH THE ORIGINAL DEED AND A PHOTOCOPY MUST ACCOMPANY EACH TRANSFER

Assessment Information

Yes No Will the property being conveyed be the grantee's principal

Yes No Does transfer include personal property? If yes, identify'

Yes No Was property surveyed'? If yes, attach copy of survey (if recorded no copy required)

Assessment Use Only - Do Not Write Below This Line

Terminal Verification

Agricultural

Whole

Part

[L] Tran Process Verification

Transfer Number

Date Received

Deed Reference

Assigned Property No

Year

19

19

Geo

Map

Sub

Block

Land

Zoning

Grid

Plat

Lot

Buildings

Use

Parcel

Section

Doc Od.

Tot

Cd

Ex St

Cd.

REMARKS

Distribut on. White - Clerk'b Office
Canary - SDA T
Pink - Office of Finance
Goldenrod - Preparer
AOC-CC-300 (6195)