

Office Use Only

**REPORTING BY THE LEASE HOLDER OF THE
REDEMPTION OF A REGISTERED
RESIDENTIAL GROUND LEASE**

1. SDAT Real Property Tax Identification Number of the Property Subject to the Ground Lease:

1-A

County Code
(See Instructions)

Identification Number

1-B

County Code	Ward	Section	Block	Lot
03				

For Baltimore City Only

2. Premise Address of the Property Subject to the Ground Lease:

Street Address

City

State

Zip

3. Name of County or Baltimore City where the Property is Located:

County Name

4. Deed Reference Information for the New Deed Recording the Redemption of the Ground Lease:

Book

Page

Clerk's Initials

Year Recorded

5. Name and Address of Person or Entity Reporting the Redemption:

Name

Street Address

City

State

Zip

6. Date this Form was Prepared: ____/____/20__

7. See Instructions for the mailing address to submit this form reporting the redemption of a ground lease.

**INSTRUCTIONS FOR REPORTING BY THE LEASE HOLDER OF THE REDEMPTION OF A
GROUND LEASE FOR A PREVIOUSLY FILED GROUND RENT REGISTRATION**

NOTE: REAL PROPERTY ARTICLE, § 8 – 706, REQUIRES THAT A GROUND LEASE HOLDER PROMPTLY NOTIFY THIS DEPARTMENT OF THE REDEMPTION OF A GROUND LEASE REPORTED IN A PREVIOUSLY FILED REGISTRATION. THIS FORM LISTS THE INFORMATION WHICH MUST BE REPORTED IN ADDITION TO SOME OTHER ITEMS OF INFORMATION, WHICH HAVE TO BE REPORTED IN ORDER TO INDEX THE REDEMPTION WITH THE EARLIER REGISTRATION.

ITEM 1 – REAL PROPERTY TAX IDENTIFICATION NUMBER OF THE PROPERTY SUBJECT TO THE GROUND LEASE: The identification number is composed of the two digit county code where the property is located, followed by an account number up to 14 characters in length. This information can be obtained for a property from an assessment notice or by going to the Department’s website for Real Property. If using the Department’s website, the account number displayed must be preceded by the two digit county/city code listed below. Item 1-A is used for all Maryland jurisdictions with the exception of Baltimore City properties. Item 1-B is to be used exclusively for Baltimore City properties only. ***This item is required.***

Allegany - 01	Calvert - 05	Charles - 09	Harford - 13	Prince George's - 17	Talbot - 21
Anne Arundel - 02	Caroline - 06	Dorchester - 10	Howard - 14	Queen Anne's - 18	Washington - 22
Baltimore City - 03	Carroll - 07	Frederick - 11	Kent - 15	St. Mary's - 19	Wicomico - 23
Baltimore Co. - 04	Cecil - 08	Garrett - 12	Montgomery - 16	Somerset - 20	Worcester - 24

ITEM 2 – PREMISE ADDRESS: Enter the correct street number and full address of the property subject to the ground lease. ***This item is required.***

ITEM 3 – COUNTY NAME: Enter the name of the County or Baltimore City where the property is located. ***This item is required.***

ITEM 4 – NEW DEED INFORMATION: Provide the specific Book and Page references along with the clerk’s initials and the year the deed was recorded for the new deed recording the redemption of the ground lease. ***This item is required.***

ITEM 5– NAME AND ADDRESS OF PERSON OR ENTITY REPORTING THE REDEMPTION: Enter the full and complete name and address for the person or entity reporting the redemption. ***This item is required.***

ITEM 6 – DATE THIS FORM WAS PREPARED: The filer should enter the date this change form was prepared for submission to the Department. ***This item is required.***

ITEM 7 – MAILING ADDRESS: The completed form(s) or CD submission should be mailed to the Department of Assessments and Taxation, 301 W Preston Street, 8th Floor, Baltimore, MD 21201. There is no fee for submitting a change to a previously filed residential ground rent registration.