

**Section A. Property Information**

1. Full Name of Tenant(s)	Tenant 1 _____		
	Tenant 2 _____		
2. Property Address	_____		_____ MD _____
	Number	Street	City Zip Code
3. Property Location	_____	4. Real Property ID	_____
	Baltimore City or Name of Maryland County		<a href="#">Click here to search SDAT's Real Property database</a> to find this number

5. How much ground rent is due each year? \_\_\_\_\_

6. Who is ground rent paid to? \_\_\_\_\_

**Section B. Required Documents**

Please provide the following with this application (check each box to make sure the required document is included):

*“Publicly recorded”*: official government record that’s available to the public [[required legal documents commonly found in land records](#)]

- 1. Proof that you own your property (not the same document as #2)  
A copy of the *publicly recorded* deed, deed of assignment, or other transfer document showing how you (the ground rent tenant) received your interest in the property.
- 2. Proof of ground rent lease (not the same document as #1)
  - a. A copy of the *publicly recorded* lease creating the ground rent and the ground rent owner’s interest; **or**
  - b. Any publicly recorded document that shows the ground rent lease exists.
- 3. Proof that you notified the ground lease holder (ground rent owner)
  - a. A copy of the letter you sent to the ground rent owner notifying them of your intent to redeem ground rent; **and**
  - b. Proof that your letter was sent by USPS certified mail with a return receipt to the ground rent owner’s last known address.

**Section C. Ground Rent Payment Information (Past 3 Years)**

The redemption amount must include three (3) years’ ground rent unless you provide acceptable proof of payment made to the ground rent owner. Provide verification for each payment listed below.

Payment #	Date	Amount	Payment #	Date	Amount
1			2		
3			4		
5			6		

**Section D. Privacy Notice**

*This application requests information needed to redeem the ground rent on the identified property. Failure to provide this information will result in denial of your application. Some of the information requested may be considered a “personal record” under State Government Article, §10-624. You have the right to inspect this file and to request correction or amendment of any information you believe is inaccurate or incomplete. This application and the information on it will become public record and subject to public review. Personal information will not be shared with any person or entity unless required by law.*

**Section E. Affidavit**

I solemnly affirm under the penalties of perjury that the contents of this application, including all attached documents, are true to the best of my knowledge, information, and belief.

1. I have received a bill or other communication regarding ground rent from the ground leaseholder in the past three years.
2. I notified the Ground Rent Owner of my intent to redeem by both certified mail (return receipt requested) and first-class mail, sent to the last known address of the Ground Rent Owner.
3. If the Ground Rent is Irredeemable and was executed before April 9, 1884, I have included one of the following affidavits:
  - Option A: A title search shows the Ground Rent Owner did not record a “Notice of Intention to Preserve Irredeemability” on or before December 21, 2010.
  - Option B: A title search shows the Ground Rent Owner did not file a renewal notice of the “Notice of Intention to Preserve Irredeemability.” I checked the Department’s list of renewal notices, and the property is not listed.
4. The property was originally built and used mainly for single-family residence purposes.
5. This application and all attached documents and statements are true, correct, and complete to the best of my knowledge.

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*If a business or other entity, must provide title of person signing:* \_\_\_\_\_

**Section F. Contact Information**

Mailing Address (If Different Than Property Address): _____ _____	
Phone Number: _____	Email Address: _____

**G. Submitting Your Application**

Provide check or money order payable to: **SDAT**  
 Standard Application Fee: \$20  
 Expedited Application Fee: \$70

**Mail application, required documents, and application fee to:**

SDAT  
 Ground Rent Dept.  
 700 East Pratt Street  
 2nd Fl., Ste 2700  
 Baltimore, MD 21202

*Notice required by law:  
 A ground rent lease holder may not collect or attempt to collect ground rent, late fees, interest, collection costs, or any other expenses related to a ground lease that is not registered and posted on the Department's online ground rent registry.*

<b>OFFICIAL USE ONLY   OFFICIAL USE ONLY</b>	
<b>A.</b> Annual GR Payment	\$ _____
<b>B.</b> Divided by :	
<input type="checkbox"/> 0.04 GR lease executed 04/08/1884–04/05/1888, both inclusive	
<input type="checkbox"/> 0.12 GR lease was or is created after 07/01/1982	
<input type="checkbox"/> 0.06 GR lease created any other time or is not provided	
<b>C.</b> Subtotal [A ÷ B]	\$ _____
<b>D.</b> Three years of GR [A x 3]	\$ _____
<b>E.</b> Verified GR payments to owner	\$ _____
<b>F.</b> Back GR due [D-E]	\$ _____
<b>Total amount due via certified check [C+F]</b>	
\$ <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>	