

Office Use Only

## REPORTING FORM FOR CHANGES OR CORRECTIONS

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

1-A (Maryland Counties)

County Code  
(See Instructions)

Identification Number

1-B (Baltimore City)

County Code	Ward	Section	Block	Lot
03				

For Baltimore City Only

**2. Premises Address of the Property Subject to the Ground Lease:**

MD

Street Address

City

State

Zip

**3. \*(Optional) Change of the Name/Address of Ground Lease Tenant:** \_\_\_\_\_

Name (First, M.I., Last)

Street Address

City

State

Zip

N/A

**4. Change of the Name/Address of Ground Lease Holder:** \_\_\_\_\_

Name (First, M.I., Last)

Street Address

City

State

Zip

\*(Optional) Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

N/A

**5. Change of the Name/Address of the Person or Entity to Whom Ground Rent Payment is Made Payable and Mailed:**

\_\_\_\_\_  
Name (First, M.I., Last)

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
\*(Optional) Telephone Number: Email Address

N/A

**6. Corrections or Changes to Original Filing or Previous Amendment**

**A. Range of Years in Which the Ground Lease was Created:**

- Prior to April 8, 1884;  Between April 6, 1888 and July 1, 1982; or
- Between April 8, 1884 and April 5, 1888;  July 2, 1982 or later

**B. Total Annual Ground Rent Amount:** \$ \_\_\_\_\_.

**C. Rent Payment Due Dates:**

- Annually on: \_\_\_\_\_  Quarterly on: \_\_\_\_\_
- Semi-Annually on: \_\_\_\_\_  Other: \_\_\_\_\_

**D. Corrected Deed Reference Information for the Current Ground Rent Deed:**

\_\_\_\_\_  
Book Page Clerk's Initials Year Recorded

**7. Name and Address of Person or Entity Reporting Change(s) or Correction(s):**

\_\_\_\_\_  
Name (First, M.I., Last)

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
\*(Optional) Telephone Number: Email Address:

**8. Date this Form was Prepared:** \_\_\_\_/\_\_\_\_/20\_\_\_\_

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

**INSTRUCTIONS FOR REPORTING A CHANGE OR CORRECTION TO A  
PREVIOUSLY FILED GROUND RENT REGISTRATION**

NOTE: REAL PROPERTY ARTICLE, §8-706, REQUIRES THAT A GROUND LEASEHOLDER PROMPTLY NOTIFY THIS DEPARTMENT OF CHANGES TO CERTAIN INFORMATION IN A PREVIOUSLY FILED REGISTRATION. THIS FORM LISTS THOSE CHANGES WHICH MUST BE REPORTED. ADDITIONALLY, CHANGES TO SOME INFORMATION MUST REPORTED TO SDAT IN ORDER TO INDEX THE CHANGES WITH THE EARLIER REGISTRATION.

**MARYLAND COUNTIES AND COUNTY NUMBER**

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

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 of up to 14 characters in length. This information can be obtained from a property form, an assessment notice, or by searching SDAT’s real property database. 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 except Baltimore City. Item 1-B is used exclusively for Baltimore City properties. This item is required.

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

ITEM 3 – CHANGE NAME/ADDRESS OF GROUND LEASE TENANT TO: **This item is optional.** You are no longer required to notify SDAT of a change of tenant or in the tenant’s information. If a change to the name or the address of the tenant has occurred, you may enter the new information here.

ITEM 4 – CHANGE NAME/ADDRESS OF GROUND LEASEHOLDER TO: Enter the full name and address of the holder of the ground lease if any of this information has changed. If there has been no change to this item, check the N/A box. An email address and telephone number are helpful in order for SDAT staff to quickly communicate any required corrections to the registry form, but are optional when submitting.

ITEM 5 – CHANGE NAME/ADDRESS WHERE GROUND RENT PAYMENT IS MAILED: Enter the full name of the person or entity to whom the ground rent check is made payable and the address where a tenant is required to send the ground rent payment if any of this information has changed. If there has been no change to this item, check the N/A box.

An email address and telephone number are helpful in order for SDAT staff to quickly communicate any required corrections to the registry form, but are optional when submitting.

ITEM 6 – CHANGE TO GROUND LEASE INFORMATION: Use this section to report changes or corrections to a previously reported deed or rent payment information. If there has been no change to this item, check the N/A box.

ITEM 7 – NAME AND ADDRESS OF PERSON OR ENTITY REPORTING THE CHANGE(S): Enter the full name and address for the person or entity reporting the change(s). **Note: This item is required and the reporting person must be the ground lease holder.**

ITEM 8 – DATE THIS FORM WAS PREPARED: The filer should enter the actual date this change form was prepared for submission to the Department.

ITEM 9 – MAILING ADDRESS: The completed form(s) should be mailed to the Department of Assessments and Taxation, Ground Rent Division, 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.