

**INSTRUCTIONS FOR REPORTING BY THE HOMEOWNER 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.

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 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.

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. **It is required to attach a certified copy of the redemption deed to this filing**

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. Note: This must be the homeowner listed on redemption deed.**

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) 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.