



**DEPARTMENT OF ASSESSMENTS AND TAXATION**

Wes Moore, Governor · Aruna Miller, Lt. Governor

Office Use Only

**GROUND RENT OWNER  
REQUEST FOR PAYMENT FROM SDAT**

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

1-A

County Code  
(See instructions)

Identification Number

County Code	Ward	Section	Block	Lot
03				

1-B (Baltimore City)

(For Baltimore City Only)

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

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

**3. Name of County Where the Property is Located: \_\_\_\_\_ Check Here if Baltimore City**

County Name

**4. Name and Address of Person or Entity Requesting the Payout. Note that the check will be made out to this name:**

\_\_\_\_\_  
Name

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

**AFFIDAVIT**

I declare under the penalties of perjury that this application (including any accompanying documents and statements) have been examined by me and the information contained herein to the best of my knowledge and belief, is true, correct, and complete.

Landlord Signature & Printed Name

Date

## INSTRUCTIONS FOR A GROUND RENT OWNER TO OBTAIN FUNDS FROM SDAT

### Md. Real Property Code Ann. § 8-804(f)(9)

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 – PROOF OF OWNERSHIP:** Provide a copy of the publicly recorded documents establishing the claimant as the current landlord. Provide proof of identity and existence if the landlord is an entity.

**AFFIDAVIT – 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. If the ground lease holder is an entity, an authorized person or officer must sign and provide their title within the entity.

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

### **The completed form(s) should be mailed to:**

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

### **Filing Fee:**

There is a \$20 fee for this document for non expedited service.  
Please allow 10 to 12 weeks for processing after the check has been cashed.

There is a \$70 fee for this document to be processed with expedited service.  
Please allow 7 to 8 weeks for processing after the check has been cashed.