

Mayor and City Council of Baltimore
Department of Finance
Bureau of Revenue Collections
Transfer Tax Unit
(410)396-5122
200 Holliday Street, Room 1, Ste. B
Baltimore MD 21202

Transfer Tax Drop-off Request Form

Please read, complete and attach this form to the front of your deed(s). The form should include your name, phone #, and instructions as to what you would like us to do with the deed(s) once they are processed. For example: 1) Check whether you would like us to "Mail Documents back to me" or "Forward to Land Records". 2) Please make sure all documentation is included with the deed. 3) All liens must be satisfied **prior** to submitting your documents to the transfer tax office. There is a limit of **50 documents** per week per customer/recorder.

Please note that there may be up to a 60 business day turn-around time to process your documents. Once the deed(s) have been dropped off, they will not be returned until processed.

Please make certain all *documents are complete*, all *liens are paid for each and every open lien on the lien sheet* and/or *validated receipts are attached* **prior** to submitting documents to the Transfer Tax Unit.

Date: _____

Name: _____

Company: _____

Contact Number: _____

E-mail Address: _____

Number of documents for Recording: _____ (**maximum of 50 docs per week, per customer/recorder**) Documents that exceed 50 per week will be returned unprocessed.

☐ Mail Back to Me

☐ Forward to Land Records