



BALTIMORE CITY TRANSFER AND RECORDATION TAX OFFICE
200 HOLLIDAY STREET, ROOM 1, Ste. 1B, BALTIMORE, MD 21202
PHONE (410) 396-5122 FAX (410) 332-0216

INTAKE SHEET

Instructions: Complete this form and affix it to the front of each and every deed that is being submitted for processing.

Document Detail:

Taxable Conveyance Consideration _____
Basis: (circle one) Sales Price Assessed Value New Mortgage Existing Mortgage

Exempt Conveyance Reason _____
Include "No Consideration" Affidavit if applicable

Grantor (s) _____

Grantee (s) _____

Single Property _____ Multiple Properties _____
(If you check multiple properties, include the first property on this page and all others should be entered on an attached addendum. We do not verify legal descriptions.)

Property Address: _____ W/S/B/L _____

Fee Simple _____ Leasehold _____ Amount _____

Multiple Deed Transfer Yes _____ No _____

Refinance Yes _____ No _____ Refinance Affidavit Included? Yes ___ No ___

Amount of New Loan _____ Amount of Existing Loan _____

Eligible for OOC? Yes ___ No ___ Principal Residence Affidavit Included? Yes ___ No ___

HUD 1 Enclosed? Yes No N/A

New Owner's Mailing Address: _____

(Please verify to ensure new owner's mailing address is true and correct)

Transfer Tax Payment _____ Recordation Tax Payment _____

Transfer Tax and Recordation Tax payments must be on separate checks made payable to the Director of Finance.

Important Notice & Affidavit: If a deed is conveying multiple properties, for example a condominium and a parking space or a property and a "descriptive" lot; then the properties must be clearly identified in the deed and on the intake sheet. In addition, if the properties have their own unique parcel number (block and lot), a lien sheet must be obtained for each and every parcel number. By law, all liens must be satisfied prior to transfer. If a deed has been recorded and subsequently it is found that a parcel was erroneously omitted because it was not clearly identified and/or a lien sheet was not obtained, the undersigned responsible party will be responsible to obtain a lien sheet for each and every omitted property and paying any and all liens/taxes that may be due. Responsible party (i.e. Title Company, attorney, or whoever handled the settlement) must obtain a lien sheet and pay all open liens.

**** I have read and understand the policies regarding the transfer of multiple properties mentioned above. _____ (Initials)**

Submitter Info:

Name: _____

Firm: _____

Address: _____

Phone #: _____

E-mail: _____

