

## APPLICATION FOR RESIDENTIAL GROUND RENT REDEMPTION

Please print the completed application and bring to SDAT Charter Division at 301 W. Preston St. 8<sup>th</sup> Floor Baltimore MD

Application must be made in person. Read the Privacy Notice below.

- 1.) \_\_\_\_\_  
Property Address (Number, Street, City, State, Zip)
- 2.) \_\_\_\_\_  
County Where Property Located
- 3.) \_\_\_\_\_  
Department's Real Property Account Number
- 4.) Recording reference for Grantees/Tenants Leasehold estate in the property: Clerk \_\_\_\_, Liber \_\_\_\_\_, Folio \_\_\_\_,  
Land Records of the County or Baltimore City.
- 5.) \_\_\_\_\_  
Printed Name of Tenant(s)
- 6.) \_\_\_\_\_  
Printed Name of Landlord(s)
- 7.) Is the subject property originally built and used primarily for single family residential purposes?  
Yes    No
- 8.) Provide a copy of the publicly recorded document(s) that establishes the tenant's interest in the property, the  
existence and amount of the ground rent, and the identity of the last known landlord. (Attachment 1)
- 9.) Provide a copy of the correspondence serving as the notice sent by the tenant to the landlord at the landlord's last  
known address at least 30 days before submitting this application. (Attachment 2).  
If the address is unknown, please check here.
- 10.) Provide the actual receipt from the United States Postal Service of the certified mailing to the last known address  
of the landlord. (Attachment 3)
- 11.) By checking here the tenant affirms that where the address of the landlord is unknown that the tenant has  
posted the Department's Notice of a Application For a Ground Rent Redemption on the subject property in a  
conspicuous place for at least 30 days prior to submitting this application.
- 12.) Has the tenant received any communication from the landlord for whatever reason? Yes    No
- 13.) The ground rent lease was created on:
  - a. April 8, 1884 to April 5, 1888 (.04 rate of redemption)
  - b. April 6, 1888 to July 1, 1982 (.06 rate of redemption)
  - c. July 2, 1982 or later (.12 rate of redemption)
- 14.) If the ground lease is executed before April 9, 1884, does it contain an express or specific provision allowing for  
redemption? Yes    No

### PRIVACY NOTICE

This application seeks information for the purpose of redeeming the ground rent on the identified property. Failure to provide this information will result in the denial of your application. Some of the information requested would be considered a "personal record" as defined in State Government Article, § 10-624. Consequently, you have the statutory right to inspect this file and to file a written request to correct or amend any information you believe to be inaccurate or incomplete. Additionally, this form and the information on it will be public record and, therefore, subject to public review. However, this personal information will not be shared with any person or entity unless requested.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature (Tenant)

**A F F I D A V I T**

I declare under the penalties of perjury: (1) that this application (including any accompanying forms and statements) has been examined by me and the information contained herein to the best of my knowledge and belief, is true, correct and complete; (2)(a) that the two notices required by this application were sent by the tenant to the same address where the last payment for ground rent was made to the landlord; or (2)(b) where the address of the landlord is unknown and the tenant has not received a ground rent bill or other communication from the landlord for the 3 years immediately preceding this application that the tenant has posted the notice in the form prescribed by the Department on the subject property in a conspicuous place for at least 30 days prior to making this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Affiant (Tenant)

**CALCULATION OF REDEMPTION AMOUNT AND PRIOR YEARS' BACK RENT**

This section is to be filled out at SDAT's Charter Division, 301 W. Preston St. 8<sup>th</sup> Floor, Baltimore, MD.

- 1.) Enter the **annual** ground rent payment amount: \$ \_\_\_\_\_
- 2.) Divide the amount on line 1 by applicable rate from 13a, b, or c above. ÷ \_\_\_\_\_ rate
- 3.) The Result is the Redemption Amount: \$ \_\_\_\_\_
- 4.) \_\_\_\_\_ of rent unpaid at \_\_\_\_\_ per year equals: \$ \_\_\_\_\_  
(Enter number of years: Maximum, 3 yrs)
- 5.) Total Amount to be paid to the Department (add lines 3 and 4): \$ \_\_\_\_\_

\_\_\_\_\_ **OFFICE USE ONLY** \_\_\_\_\_

Amount to be paid to the Department: \_\_\_\_\_

Combined Redemption Amount and Back Years' Rent Received: \_\_\_\_\_

Certified check: \_\_\_\_\_ Money order: \_\_\_\_\_

**(Personal checks or cash will not be accepted for this transaction)**

Authorized SDAT Employee Receiving Payment: \_\_\_\_\_