

**REPORTING FORM FOR CHANGES
OR CORRECTIONS**

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

_____ (up to 14 digits)
County Code Identification Number
(See Instructions)

County Code	Ward	Section	Block	Lot
03				

For Baltimore City Only

2. Premise Address of the Property Subject to the Ground Lease:

Street Address (up to 40 characters) City (22 characters) State (2) Zip (5)

3. Name and Address of Ground Lease Tenant Previously Reported:

Name (Last, First, M.I.) (up to 34 characters)

Street Address (up to 40 characters) City (22 characters) State (2) Zip (5)

4. Deed Reference Information for the Current Ground Rent Deed:

Book (5) Page (5) Clerk's Initials (3) Year Recorded (4)

5. Change of the Name and Address of Ground Lease Tenant:

Name (Last, First, M.I.) (up to 34 characters)

Street Address (up to 40 characters) City (22 characters) State (2) Zip (5)

6. Change to the Name and Address of Ground Lease Holder:

Name (up to 34 characters)

Street Address (up to 40 characters) City (22 characters) State (2) Zip (5)

7. Change to the Name and Address of the Person or Entity to Whom Ground Rent Payment is Made Payable and Mailed:

Name (up to 34 characters)

Street Address (up to 40 characters)

City (22 characters)

State (2)

Zip (5)

8. Corrections

Range of Years in Which the Ground Lease was Created:

Prior to April 8, 1884;

Between April 6, 1888 and July 1, 1982; or

Between April 8, 1884 and April 5, 1888;

July 2, 1982 or later

Total Annual Ground Rent Amount: \$ _____

Rent Payment Due Dates:

Annually on: _____

Quarterly on: _____

Semi-Annually on: _____

Other: _____

9. Date this Form was Prepared: _____ (e.g. 10/30/2010)

10. The completed form(s) or CD submission 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.

INSTRUCTIONS FOR REPORTING A CHANGE TO A PREVIOUSLY FILED GROUND RENT REGISTRATION

NOTE: REAL PROPERTY ARTICLE, § 8 – 706, REQUIRES THAT A GROUND LEASE HOLDER PROMPTLY NOTIFY THIS DEPARTMENT OF CHANGES TO CERTAIN INFORMATION IN A PREVIOUSLY FILED REGISTRATION. THIS FORM LISTS THOSE CHANGES WHICH MUST BE REPORTED. IN ADDITION, SOME OTHER ITEMS OF INFORMATION HAVE TO BE REPORTED IN ORDER TO INDEX THE CHANGES WITH THE EARLIER REGISTRATION. A GROUND LEASE HOLDER WITH CHANGES TO A LARGE NUMBER OF GROUND LEASES SHOULD CONSIDER CONTACTING THE DEPARTMENT TO OBTAIN A “FILE FORMAT” DESCRIPTION FOR SUBMITTING THE CHANGE FORMS ON A COMPACT DISK (CD).

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.

Allegany - 01	Calvert - 05	Charles - 09	Harford - 13	Prince George’s - 17	Talbot - 21
Anne Arundel - 02	Caroline - 06	Dorchester - 10	Howard - 14	Queen Anne’s - 18	Washington - 22
Baltimore City - 03	Carroll - 07	Frederick - 11	Kent - 15	St. Mary’s - 19	Wicomico - 23
Baltimore Co. - 04	Cecil - 08	Garrett - 12	Montgomery - 16	Somerset - 20	Worcester - 24

ITEM 2 – PREMISE ADDRESS: Enter the correct street number and full address of the property subject to the ground lease.

ITEM 3 – NAME AND ADDRESS OF GROUND LEASE TENANT PREVIOUSLY REPORTED: Enter the name and address of the ground lease tenant reported in the ground rent registration.

ITEM 4 – CURRENT DEED INFORMATION: Provide the specific Book and Page references for the deed by which the leaseholder holds title to the ground rent. The clerk’s initials and the year the deed was recorded are helpful but optional entries.

ITEM 5 – CHANGE TO THE NAME AND ADDRESS OF GROUND LEASE TENANT: If a change to the name or the address of the tenant has occurred, enter the new information here.

ITEM 6 – CHANGE TO THE NAME AND ADDRESS OF GROUND LEASE HOLDER: Enter a full and complete name and address for the holder of the ground lease if either information has changed.

ITEM 7 – CHANGE TO THE NAME AND ADDRESS WHERE GROUND RENT PAYMENT IS MAILED: Enter the full and complete name of the person or entity to whom the ground rent check is made payable and the address where a tenant is required to send the ground rent payment if either information has changed.

ITEM 8 – CORRECTIONS: Enter any corrections to the previous filing.

ITEM 9 – DATE THIS FORM WAS PREPARED: The filer should enter the date this change form was prepared for submission to the Department.

ITEM 10 - MAILING ADDRESS: The completed form(s) or CD submission 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.