

Maryland State Department of Assessments & Taxation
**Ground Rent Registry of
Residential Properties Subject to Ground Leases**

Office Use Only

GROUND RENT REGISTRY
(Please Read Instructions Before Completing this Form)

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

County Code (See Instructions)

Identification Number (up to 14 digits)

Co. Code	Ward	Section	Block	Lot
03				

For Baltimore City Only

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

Street Address

City

State

Zip

3. Name and Address of Ground Lease Tenant:

Name (Last, First, M.I.)

Street Address

City

State

Zip

4. Name of County or Baltimore City where the Property is Located:

County Name

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

Book

Page

Clerk's Initials

Year Recorded

6. 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

7. Total Annual Ground Rent Amount: \$ _____

8. Rent Payment Due Dates:

Annually on: _____

Quarterly on: _____

Semi-Annually on: _____

Other: _____

INSTRUCTIONS FOR GROUND RENT REGISTRY OF RESIDENTIAL PROPERTIES SUBJECT TO GROUND LEASES

NOTE: THE LEASE HOLDER OF MORE THAN 25 GROUND RENTS SHOULD CONSIDER CONTACTING THE DEPARTMENT TO OBTAIN A “FILE FORMAT” DESCRIPTION FOR SUBMITTING THIS FORM ON 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: Enter the name and address of the ground lease tenant to whom the ground rent bill is sent. The name should be entered last name, first name, and middle initial.

ITEM 4 – COUNTY NAME: Enter the name of the County or Baltimore City where the property is located.

ITEM 5 – 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 6 – RANGE OF YEARS: To the best of the filer’s knowledge, indicate the specific range of years in which the ground lease was created. A single selection must be designated.

ITEM 7 – TOTAL ANNUAL GROUND RENT AMOUNT: Enter the total amount of ground rent the tenant pays in a year.

ITEM 8 – RENT PAYMENT DUE DATES: The month and day of the year for payment(s) should be specified (for example, annually on January 1, or semi-annually on January 1 and July 1).

ITEM 9 – NAME AND ADDRESS OF GROUND LEASE HOLDER: Enter a full and complete name and address for the holder of the ground lease.

ITEM 10 – NAME AND ADDRESS WHERE GROUND RENT PAYMENT IS MAILED: Enter the full and complete name of the person or entity to whom the check is made payable and the address where a tenant is required to send the ground rent payment.

ITEM 11 – DATE THIS FORM WAS PREPARED: The filer should enter the date this form was prepared for submission to the Department.

ITEM 12 – REGISTRATION FEE AND MAILING ADDRESS: The registration fee for this filing is \$10.00 for the first ground rent reported and \$5.00 for each additional ground rent. For example, if a holder owns 100 ground rents, the registration fee would be \$505.00 (\$10 plus 99 x \$5.00). Check payment for the registration fee along with 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.