



DEPARTMENT OF ASSESSMENTS AND TAXATION

Wes Moore, Governor · Aruna Miller, Lt. Governor · Michael Higgs, Director

Office Use Only

GROUND RENT REGISTRATION

NO NEW GROUND RENTS CAN BE CREATED AS OF 01/22/2007

ANY GROUND RENT NOT REGISTERED WITH SDAT IS NOT ENFORCEABLE.

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

1-A Identification Number table with columns: County Code (03), Ward, Section, Block, Lot. Includes label '1-B' and 'For Baltimore City Only'.

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

Form for premises address with fields: Street Address, City, State (MD), Zip.

3. Name and Address of Current Ground Lease Tenant:

Form for tenant information with fields: Name (First, M.I., Last), Street Address, City, State, Zip.

4. Name of County Where the Property is Located:

Form for county name with field: County Name and checkbox: Check Here if Baltimore City.

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

Form for deed reference with fields: Book, Page, Clerk's Initials, Year Recorded.

**INSTRUCTIONS FOR GROUND RENT REGISTRATION OF RESIDENTIAL PROPERTIES
SUBJECT TO GROUND LEASES**

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

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 of up to 14 characters in length. This information can be obtained from a property form, an assessment notice, or by searching SDAT's real property database, located at sdat.dat.maryland.gov/RealProperty. When searching the database, select the appropriate county from the drop down menu and enter the street address as prompted.

ITEM 2 – PREMISES 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 as first name, middle initial, and last name.

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

ITEM 5 – CURRENT DEED INFORMATION: Provide the Book and Page references, along with the year the deed was recorded, for the deed by which the leaseholder holds title to the ground rent. The only optional piece of Item 5 is the clerk's initials. SDAT is unable to assist with title searches.

Note: The name of the grantee in this deed must match the name in Item 9.

ITEM 6 – RANGE OF YEARS: 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 due annually.

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 name and address for the holder of the ground lease. A telephone number/email address are helpful but are optional when completing the form.

ITEM 10 – NAME AND ADDRESS WHERE GROUND RENT PAYMENT IS MAILED: Enter the full name of the person or entity to which the check is made payable and the address where the tenant is required to send the ground rent payment. A telephone number/email address are helpful but optional entries.

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

ITEM 12 – REGISTRATION FEE AND MAILING ADDRESS: Effective October 1, 2020 there is no filing fee for this document. The completed form(s) should be mailed to the Department of Assessments and Taxation, 301 W. Preston Street, 8th Floor, Baltimore, MD 21201.