

**REPORTING BY THE LEASE HOLDER OF THE  
REDEMPTION OF A RESIDENTIAL GROUND  
LEASE**

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

\_\_\_\_\_ Co. Code (See Instructions)

\_\_\_\_\_ Identification Number (up to 14 digits)

Code	Ward	Sect	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 New Deed Recording the Redemption of the Ground Lease:

\_\_\_\_\_ Book

\_\_\_\_\_ Page

\_\_\_\_\_ Clerk's Initials

\_\_\_\_\_ Year Recorded (4)

6. Name and Address of Ground Lease Holder:

\_\_\_\_\_ Name

\_\_\_\_\_ Street Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip

\_\_\_\_\_ Name (Second Lease Holder if applicable)

\_\_\_\_\_ Street Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip

7. Date this Form was Prepared: \_\_\_\_/\_\_\_\_/20\_\_\_\_

8. See Instructions for the mailing address to submit this form reporting the redemption of a ground lease.

**INSTRUCTIONS FOR REPORTING BY THE LEASE HOLDER OF THE REDEMPTION OF  
A GROUND LEASE FOR A PREVIOUSLY FILED GROUND RENT REGISTRATION**

**NOTE:** REAL PROPERTY ARTICLE, § 8 – 706, REQUIRES THAT A GROUND LEASE HOLDER PROMPTLY NOTIFY THIS DEPARTMENT OF THE REDEMPTION OF A GROUND LEASE REPORTED IN A PREVIOUSLY FILED REGISTRATION. THIS FORM LISTS THE INFORMATION WHICH MUST BE REPORTED IN ADDITION TO SOME OTHER ITEMS OF INFORMATION, WHICH HAVE TO BE REPORTED IN ORDER TO INDEX THE REDEMPTION WITH THE EARLIER REGISTRATION.

**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 – NEW DEED INFORMATION:** Provide the specific Book and Page references for the new deed recording the redemption of the ground lease. The clerk’s initials and the year the deed was recorded are helpful but optional entries.

**ITEM 6 – NAME AND ADDRESS OF GROUND LEASE HOLDER:** Enter the full and complete name and address for the holder of the ground lease.

**ITEM 7 – DATE THIS FORM WAS PREPARED:** The filer should enter the date this change form was prepared for submission to the Department.

**ITEM 8 – MAILING ADDRESS:** The completed form(s) or CD submission should be mailed to the Department of Assessments and Taxation, 301 W Preston Street, 8<sup>th</sup> Floor, Baltimore, MD 21201. There is no fee for submitting a change to a previously filed residential ground rent registration.