

State of Maryland Land Instrument Intake Sheet
 Baltimore City County: _____
Information provided is for the use of the Clerk's Office, State Department of Assessments and Taxation, and County Finance Office Only.
(Type or Print in Black Ink Only—All Copies Must Be Legible)

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1	Type(s) of Instruments	<input type="checkbox"/> Check Box if addendum Intake Form is Attached.						
		<input type="checkbox"/> Deed	<input type="checkbox"/> Mortgage	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____			
		<input type="checkbox"/> Deed of Trust	<input type="checkbox"/> Lease					
2	Conveyance Type	<input type="checkbox"/> Improved Sale Arms-Length [1]	<input type="checkbox"/> Unimproved Sale Arms-Length [2]	<input type="checkbox"/> Multiple Accounts Arms-Length [3]	<input type="checkbox"/> Not an Arms-Length Sale [9]			
3	Tax Exemptions (if applicable) Cite or Explain Authority	Recordation						
		State Transfer						
		County Transfer						
4	Consideration and Tax Calculations	Consideration Amount			Finance Office Use Only			
		Purchase Price/Consideration	\$		Transfer Tax Consideration	\$		
		Any New Mortgage	\$		X () % =	\$		
		Balance of Existing Mortgage	\$		Less Exemption Amount =	\$		
		Other:	\$		Total Transfer Tax =	\$		
		Other:	\$		Recordation Tax Consideration =	\$		
	Full Cash Value:	\$		X () per \$500 =	\$			
				TOTAL DUE	\$			
5	Fees	Amount of Fees		Doc. 1	Doc. 2	Agent:		
		Recording Charge	\$	\$	\$	Tax Bill:		
		Surcharge	\$	\$	\$	C.B. Credit:		
		State Recordation Tax	\$	\$	\$	Ag. Tax/Other:		
		State Transfer Tax	\$	\$	\$			
		County Transfer Tax	\$	\$	\$			
		Other	\$	\$	\$			
		Other	\$	\$	\$			
6	Description of Property SDAT requires submission of all applicable information. A maximum of 40 characters will be indexed in accordance with the priority cited in Real Property Article Section 3-104(g)(3)(i).	District	Property Tax ID No. (1)	Grantor Liber/Folio	Map	Parcel No.	Var. LOG <input type="checkbox"/> (5)	
		Subdivision Name		Lot (3a)	Block (3b)	Sect/AR (3c)	Plat Ref.	SqFt/Acreage (4)
		Location/Address of Property Being Conveyed (2)						
		Other Property Identifiers (if applicable)					Water Meter Account No.	
		Residential <input type="checkbox"/> or Non-Residential <input type="checkbox"/>	Fee Simple <input type="checkbox"/> or Ground Rent <input type="checkbox"/>	Amount:				
		Partial Conveyance? <input type="checkbox"/> Yes <input type="checkbox"/> No	Description/Amt. of SqFt/Acreage Transferred:					
		If Partial Conveyance, List Improvements Conveyed:						
7		Transferred From	Doc. 1 – Grantor(s) Name(s)			Doc. 2 – Grantor(s) Name(s)		
			Doc. 1 – Owner(s) of Record, if Different from Grantor(s)			Doc. 2 – Owner(s) of Record, if Different from Grantor(s)		
8		Transferred To	Doc. 1 – Grantee(s) Name(s)			Doc. 2 – Grantee(s) Name(s)		
	New Owner's (Grantee) Mailing Address							
9	Other Names to Be Indexed	Doc. 1 – Additional Names to be Indexed (Optional)			Doc. 2 – Additional Names to be Indexed (Optional)			
10	Contact/Mail Information	Instrument Submitted By or Contact Person					<input type="checkbox"/> Return to Contact Person	
		Name:					<input type="checkbox"/> Hold for Pickup	
		Firm:					<input type="checkbox"/> Return Address Provided	
		Address:						
		Phone: ()						
11	Assessment Information	IMPORTANT: BOTH THE ORIGINAL DEED AND A PHOTOCOPY MUST ACCOMPANY EACH TRANSFER						
		<input type="checkbox"/> Yes <input type="checkbox"/> No	Will the property being conveyed be the grantee's principal residence?					
		<input type="checkbox"/> Yes <input type="checkbox"/> No	Does transfer include personal property? If yes, identify: _____					
		<input type="checkbox"/> Yes <input type="checkbox"/> No	Was property surveyed? If yes, attach copy of survey (if recorded, no copy required).					
		Assessment Use Only – Do Not Write Below This Line						
		Terminal Verification	Agricultural Verification	Whole	Part	Tran. Process Verification		
		Transfer Number	Date Received:	Deed Reference:		Assigned Property No.:		
		Year	20	20	Geo.	Map	Sub	
		Land			Zoning	Grid	Plat	
		Buildings			Use	Parcel	Section	
		Total			Town Cd.	Ex. St.	Ex. Cd.	
		REMARKS:						

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**Addendum
State of Maryland Land Instrument Intake Sheet
Baltimore City County: _____**

*The addendum form should be used when one transaction involves more than two instruments.
Each instrument should be itemized in accordance with Section No. 1 of the Intake Sheet.*

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5 (Continued) Fees	Amount of Fees	Doc. 3	Doc. 4	Doc. 5	Doc. 6
	Recording Charge	\$	\$	\$	\$
	Surcharge	\$	\$	\$	\$
	State Recordation Tax	\$	\$	\$	\$
	State Transfer Tax	\$	\$	\$	\$
	County Transfer Tax	\$	\$	\$	\$
	Other	\$	\$	\$	\$
7 (Continued) Transferred From	Doc. 3 – Grantor(s) Names(s)		Doc. 4 – Grantor(s) Names(s)		
	Doc. 5 – Grantor(s) Names(s)		Doc. 6 – Grantor(s) Names(s)		
	Doc. 3 – Owners(s) of Record, if Different from Grantor(s)		Doc. 4 – Owners(s) of Record, if Different from Grantor(s)		
	Doc. 5 – Owners(s) of Record, if Different from Grantor(s)		Doc. 6 – Owners(s) of Record, if Different from Grantor(s)		
8 (Continued) Transferred To	Doc. 3 – Grantee(s) Names(s)		Doc. 4 – Grantee(s) Names(s)		
	Doc. 5 – Grantee(s) Names(s)		Doc. 6 – Grantee(s) Names(s)		
9 (Continued) Other Names to be Indexed	Doc. 3 – Additional Names to be Indexed (Optional)		Doc. 4 – Additional Names to be Indexed (Optional)		
	Doc. 5 – Additional Names to be Indexed (Optional)		Doc. 6 – Additional Names to be Indexed (Optional)		
Special Instructions	Special Recording Instructions (if any)				