



**DIVISION OF UTILITIES & SOLID WASTE MANAGEMENT (DUSWM)**  
**FREDERICK COUNTY, MARYLAND**  
*Office of Accounting and Finance Support*  
 4520 Metropolitan Court, Frederick, MD 21704  
 Phone: 301-600-2354 or 3476 Fax: 301-600-2998

**PROPERTY TRANSFER REQUEST**

Date of Request: \_\_\_\_\_ Company Name: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Name of Contact: \_\_\_\_\_  
 Subdivision Name: \_\_\_\_\_ Lot #: \_\_\_\_\_ Tax ID#: \_\_\_\_\_  
 Premise Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Seller's Name: \_\_\_\_\_ First MI Last  
 Buyer's Name: \_\_\_\_\_ First MI Last  
 Seller's Name: \_\_\_\_\_ First MI Last  
 Buyer's Name: \_\_\_\_\_ First MI Last  
 Seller's Forwarding Address: \_\_\_\_\_  
 Buyer's Billing Address AFTER Settlement: \_\_\_\_\_

Transfer Date: \_\_\_\_\_

**ALL FIELDS ABOVE MUST BE COMPLETED IN FULL for this request to be processed**

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**PROPERTY SERVED BY DUSWM - DUSWM Stamp Required to Record Deed**

**ESTIMATED ESCROW AMOUNT: \$** \_\_\_\_\_ This is an ESTIMATED amount based on the historical consumption data of this account. The actual final bill amount may be higher or lower depending on the actual consumption for the final billing period. This amount does not consider high consumption that may be due to leaks. **Do not remit check for the estimated escrow amount. The ACTUAL FINAL bill will be faxed the day of settlement.**

**The deed cannot be presented for recordation until the actual final bill has been paid, DUSWM receives a copy of the deed, and stamps the recordation paperwork.**

DUSWM provides the following service for this account:

- \_\_\_\_\_ Water & Sewer service
- \_\_\_\_\_ Water service only - sewer service may be provided by another municipality, private sewer company, or private septic system.
- \_\_\_\_\_ Sewer service only - water service may be provided by another municipality, private water company, or private well.

Seller Account #: 72-999- \_\_\_\_\_ Buyer Account #: 72-999- \_\_\_\_\_  
 Escrow Faxed: \_\_\_\_\_ TFN #: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_  
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**Property NOT served by DUSWM - DEED RECORDATION RECEIPT:**

**This document must be presented at the Frederick County Treasurer's Office to record deed.**

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 Property may be served by another municipality, private company or have a private well and/or septic system.

Faxed Date: \_\_\_\_\_ Time: \_\_\_\_\_ Initials: \_\_\_\_\_