

Frederick County Maryland

General Recording Information Regarding Property Transfers

Required for **ALL** Transfers:

1. Current Tax Status Report (must show the current month)
2. Maryland Land Instrument Intake Sheet (please include whether or not the subject property is a principal residence)
3. Completed Division of Utilities Property Transfer Request Form (After faxing this form to DUSWM please include a copy of the stamped form they return to you)
4. Separate Checks:
 - Recordation Tax (currently \$7 per \$500 of the consideration amount) goes to the Treasurer of Frederick County
 - Property Taxes (listed on the Tax Status Report) go to the Treasurer of Frederick County
 - Tax Status Report (\$20 per account #) goes to the Treasurer of Frederick County
 - County Final Water/Sewer payments go to the Treasurer of Frederick County
 - City of Frederick Final Water/Sewer payments go to the City of Frederick (note: they do not accept personal checks)
 - Agricultural Transfer Tax payments go to the Treasurer of Frederick County
 - Non-Resident Withholding Tax (if applicable) goes to the Clerk of Circuit Court

The payments above must all be on separate checks

 - State Transfer Tax and Recordation Fees both go to the Clerk of Circuit Court, and may be combined onto 1 check
5. A signed Certification of Preparation and a Legal Description must be on **all** documents submitted for recordation
6. Seller's residency status must be declared either in the body of the Deed or on a separate affidavit attached to the Deed
 - If seller is not a resident of the state of Maryland, then the Deed is subject to a tax for non-residents. The Deed must then be accompanied by a statement of the Total Payment amount and fully completed Tax Withholding forms along with a separate check made payable to the Clerk of Circuit Court for the amount of Non-Resident Withholding Tax due.

- For Maryland First Time Homebuyers, an attachment of a Maryland First Time Homebuyers Affidavit must be attached to the Deed.
 - For Agricultural Transfers, an Agricultural Declaration of Intent form must be filled out to determine if there will be any Agricultural Transfer Tax due at the time of transfer.
 - To request a meter reading for Final Water/Sewer information for a Frederick County Property, fill out and fax a Property Transfer Request form to the Division of Utilities & Solid Waste Management @ (301) 600-2998.
 - To request a meter reading for Final Water/Sewer information for a City of Frederick property, call the City of Frederick @ (301) 694-1421.
- (Please note that some City properties are subject to both a City water bill and a County sewer bill.)

***Special Note regarding Frederick County Refinances:**

As of October 31, 2005 a Frederick County Refinance Affidavit must be used for all refinance documents in Frederick County. The Treasurer's Office will no longer accept any other versions.