

***INSTRUCTIONS FOR THE  
STATE OF MARYLAND  
LAND INSTRUMENT  
INTAKE SHEET***

## INSTRUCTIONS FOR THE STATE OF MARYLAND LAND INSTRUMENT INTAKE SHEET

### Purpose of the Intake Sheet

The purpose of the Intake Sheet is to provide a single form that the twenty-four (24) circuit court clerk offices will use to expedite the accurate processing, recording, and indexing of land instruments. Further, the Intake Sheet has been designed to accommodate the information needs of the Maryland Department of Assessments and Taxation (SDAT) and the local finance offices.

**NOTE: When a deed or other instrument changing ownership is submitted to SDAT for processing, a photocopy of the instrument for SDAT, as well as the original, must accompany the Intake Sheet.**

### Compliance

In accordance with Real Property Article § 3-104(g), a completed Intake Sheet is required with every land instrument submitted for recordation, with the exception of releases and assignments of mortgages and deeds of trust, substitutions of trustees, powers of attorney, and financing statements and their modifications. Section 1, Sections 3 through 5, and Sections 7 through 10 of the Intake Sheet must be completed for all types of instruments for which the Sheet is required. Sections 2, 6, and 11 also must be completed on Intake Sheets submitted with deeds.

### Preparation Instructions

Please print or type legibly, *in black ink only*, all of the information that applies to your instrument(s) in the spaces provided. When printing, press firmly and always prepare all four copies of the Intake Sheet; the white, canary, and pink copies will be retained by the clerk's office, SDAT, and the local finance offices respectively. After completing the form, the preparer should retain the goldenrod copy for internal records and reference purposes. Only one Intake Sheet should be completed for each transaction involving the same property. If there are more than two instruments submitted for the same transaction, the *Addendum to Intake Sheet* should be used to itemize information relevant to grantors/grantees such as considerations, recording fees, and taxes. If the preparer is submitting Intake Sheets or Addendums printed through the use of their own computers, a sufficient number of forms should be presented with the instruments.

### **Section 1: Type(s) of Instruments**

This Section is for use in identifying the type(s) of instruments to be recorded and, if several instruments are being recorded, in indicating the sequence in which those instruments are to be recorded. Therefore, if one instrument is being recorded, place an X in the box next to the type of instrument to be recorded. If more than one instrument is being recorded, number each applicable box in the sequence in which the instruments are to be recorded. Number each instrument accordingly.

For example, if you are submitting a deed and deed of trust insert a “1” in the box next to “Deed” and a “2” in the box next to “Deed of Trust.”

NOTE: If the type of instrument to be submitted is not listed, enter it under “Other.”

NOTE: Use a separate intake sheet for each deed and complete as Type of Instrument “1.”

### **Section 2: Conveyance Type**

This Section should only be complete if the Intake Sheet has been prepared to accompany a deed that should be processed by SDAT to transfer property ownership in the assessment records. The primary purpose of this section is to distinguish arms-length conveyances from transfers that have not had full exposure to the marketplace. An arms-length sale is a transaction between unrelated parties under no duress. Please designate the type of conveyance by checking the appropriate box:

*Improved Sale Arms-Length:* Check this box if the property conveyed includes a building or other relatively permanent structure or development located on, or attached to, land.

*Unimproved Sale Arms-Length:* Check this box if the property conveyed only consists of vacant land.

*Multiple Accounts Arms-Length:* Check this box if the property conveyed includes more than one account for the assessment records.

*Not an Arms-Length Sale:* Check this box if the transfer of the property was between related parties, or one or more of the parties were acting under duress to buy or sell. Types of conveyances that are not considered an arms-length transfer of real property include a lease, gift, foreclosure, tax sale, or confirmatory deed.

### **Section 3: Tax Exemptions**

If applicable to the transaction, list each claimed exemption for State recordation, State transfer, and county transfer taxes. The authority for each exemption claimed should be cited or explained briefly.

### **Section 4: Consideration and Tax Calculations**

This Section, together with Sections 3 and 5, is intended to reduce the rejection of instruments resulting from the incorrect calculation of applicable charges. It is difficult for clerks to identify

an error when verifying charges payable without knowing the amounts used by the preparer to calculate taxes.

State the amount of the purchase price or cash consideration payable. If the transaction includes new secured debt, state the amount of the principal debt secured by the new mortgage. If an existing mortgage is being assumed, state the balance due on the existing mortgage. If the transaction involves other instruments (e.g., a lease) for which separate consideration is payable, or the transaction involves other consideration such as forgiveness of a debt owed by the grantee to the grantor, state the amount of "other consideration." If the grantor is receiving property (real or personal) for the conveyance, state the full cash value of the real property conveyed.

### **Section 5: Fees**

If more than one instrument is being recorded, the information requested should be provided separately for each instrument with the document number corresponding to the number assigned in Section 1. Itemize the recording charges, surcharge, State transfer tax, State recordation tax and county transfer tax, if applicable. The "OTHER" category may be used to indicate miscellaneous taxes that may be applicable to the transaction. The amount indicated should be the net amount owed.

### **Section 6: Description of Property**

**In connection with deeds**, this Section will be used to allow SDAT to transfer property in the assessment records. For other instruments, completion is optional.

Section 6 also will be used by the clerk offices to index property identifiers in accordance with Real Property Article § 3-104 (g)(3)(i). Due to limited database fields, a maximum of 40 characters can be allocated for property description information. Space permitting, therefore, the property identifiers provided on the Intake Sheet will be indexed in the following priority: 1) Property Tax Identification Number; 2) Street Address; 3) Lot, Block, and Section Numbers; 4) Square Footage or Acreage; and 5) the abbreviation *Var. L.O.G.* for "Variable Lots of Ground."

Whenever the Intake Sheet is submitted with a deed, SDAT and, in some cases, the local finance offices, will require completion of all property description information applicable to the transaction including, in addition to the above property identifiers, the district, subdivision name, liber and folio of the deed by which the grantor acquired title, map number, parcel number, and plat reference. Some of the information for Section 6 may be obtained from the lien document received in the local finance/treasury office. The information also is available on public access terminals at the counter in local assessment offices.

NOTE: If more than one (1) account/property is being conveyed on a deed, list on an attachment all of the other property descriptors.

*District:* Indicate the numerical code that identifies the property location in an election/assessment district.

*Property Tax Identification Number:* Indicate the numerical code that is unique to each property within a local county. NOTE: If, since previous July 1, the property being transferred has been established by a recorded subdivision plat, indicate the original (former or parent) account number for the tract on which the subdivision was established, except in Montgomery County where, due to that jurisdiction's parcel identifier requirement, the new identification number must be listed. In Baltimore County, enter the original account number here but also enter the new identification number under "Other Property Identifiers."

NOTE: For a property located in Baltimore City, enter the local Block and Lot numbers in this space.

*Grantor Liber/Folio:* Indicate the liber/folio for the recorded instrument by which the grantor acquired title to the property. NOTE: If, since the previous July 1, the property being transferred has been established by a recorded subdivision plat, indicate the liber/folio for the recorded instrument by which the grantor(s) acquired the tract on which the subdivision was established.

*Map:* Indicate the numeric/alpha code from SDAT Property Ownership Maps. NOTE: If, since the previous July 1, the property being transferred has been established by a recorded subdivision plat, indicate the original (former or parent) map code.

*Parcel Number:* Indicate the numeric/alpha reference delineating the property parcel on the SDAT map. NOTE: If, since the previous July 1, the property being transferred has been established by a recorded subdivision plat, indicate the original (former or parent) parcel number.

*Various Lots of Ground (Var. L.O.G.):* Check the box beneath the abbreviation *Var. L.O.G.* if the property consists of multiple parcels. **An attachment must be provided that identifies all of the various lots.**

*Subdivision Name:* Indicate the name of the subdivision, if any, in which the property is located.

*Lot/Block/Section/Area:* Indicate the location reference of the property in a platted subdivision.

*Plat Reference:* Indicate the liber/folio reference to the recorded subdivision plat in which the property is located.

*Square Footage/Acreage:* Indicate the amount of square feet or acreage being conveyed.

*Location/Address:* Indicate the premise location or street address of the property being conveyed. NOTE: Montgomery County requires inclusion of the condo unit number if applicable.

*Other Property Identifiers:* NOTE: Baltimore City requires inclusion of the name of the mortgage company in this section.

*Water Meter Account No.:* NOTE: Use of this area applies only to a property located in Baltimore City.

*Residential or Non-Residential:* NOTE: Montgomery County requires inclusion of this information. Indicate by checking the appropriate box.

*Ground Rent or Fee Simple:* NOTE: Baltimore City requires inclusion of this information. Indicate by checking the appropriate box and, if applicable, enter the amount of Ground Rent.

*Partial Conveyance:* Answer “Yes” if the property being conveyed is part of an existing property and then indicate the amount of square footage or acreage being conveyed. Also list all improvements being conveyed.

**Section 7: Transferred From**

Indicate the name(s) of the grantor(s) conveying the property. If appropriate, list the last name first. Owner(s) of record other than the grantor(s) should be listed in the appropriate space in Section 6 as well. For example, if the instrument is a mortgage given by a tenant to a lender, the landlord (owner) should be listed. If necessary, the *Addendum to the Intake Sheet* should be used to allow all names to be listed.

**Section 8: Transferred To**

Indicate the name(s) of the grantee(s). As appropriate, list the last name first. If necessary, the *Addendum to the Intake Sheet* should be used to allow all names to be listed.

IMPORTANT: To ensure that the new assessment is sent to the proper person, provide the mailing address of the new owner/grantee to whom the assessment notice should be sent.

**Section 9: Other Names to Be Indexed**

Indicate the name(s) of parties that are not listed as grantors or grantees, such as beneficiaries on deeds of trust, that are to be indexed.

### **Section 10: Contact/Mail Information**

This Section is included to reduce the delay occasioned by the return of an instrument because of a problem that can be rectified quickly and also to ensure the return of a recorded instrument to the proper person.

Indicate the name, firm, address, and telephone number of the person to contact if the clerk's office, SDAT, or finance office has any questions about the transaction. Check the appropriate box to indicate whether the instrument, after recording, should be mailed to the contact person's address, kept at the clerk's office for pick-up, mailed to the address provided on the instrument, or mailed to the person named at the address within this Section.

### **Section 11: Assessment Information**

This Section should be completed only if the Intake Sheet has been prepared to accompany a deed that will be processed by SDAT. Check the boxes to answer "yes" or "no" to each question.

Principal Residence – The Grantee must actually occupy the dwelling for more than six (6) months of a calendar year in order for the property to qualify as a principal residence. This designation affects eligibility for certain tax credits.

Personal Property – If the transfer involves personal property, items such as trailer homes, boats, equipment inventory, etc. should be listed. It is not necessary to include household appliances in this list.

Survey – If the property was surveyed, a copy of the survey should be attached to the deed, *unless the property is part of a recorded subdivision plat.*

The Addendum also provides a Section in which the preparer can give special instructions for the clerk offices as to recording or indexing an instrument.