

Administrative Recording Requirements

State of Maryland

Marital State: No

Trust State: Yes

Mortgage State: Yes

Recording Structure: 23 counties Clerk of Circuit Court
Baltimore is an independent city

Required Statement: **Affidavit of Preparation** required for all deeds, mortgages, deeds of trust and modifications certifying that documents were prepared by an attorney, or under an attorney's supervision, or a certification that the documents were prepared by one of the named parties in the document.

One of the following forms of certification must be used:

1) "This is to certify that the within instrument has been prepared under the supervision of the undersigned Maryland attorney." This statement must be signed by the attorney, and a printed name must be listed underneath.
or

2) "This is to certify that the within instrument has been prepared by a party to the instrument." This statement must be signed by the authorized party and a name must be printed beneath the signature, as "Authorized Agent". **Return to** name and address must be listed on the bottom of the last page of the instrument

Affidavit of Exemption (from licensing and/or taxation) when necessary

State Website: www.dat.state.md.us Information regarding non-resident income tax can be found on the following website.

http://business.marylandtaxes.com/pdf/withholding_requirement.pdf

Required Documents: **Affidavit of Residence Application for Certificate of Full or Partial Exemption** Form MW506AE **Maryland Non-Resident Sale of Real Property** Form MW506NRS
<http://individuals.marylandtaxes.com/taxforms/10forms.asp> **Land Record Intake Sheet**
<http://www.courts.state.md.us/courtforms/index.html> **Refinance Affidavit**

Formatting of Documents:

Format specified by statute. Excessive fees for noncompliance

White paper

8 1/2 x 11 or 8 1/2 x 14

First page: 3 " top margin / 1" other margins

Other pages: 1" all margins

8 point font Black ink Documents may be returned if not considered legible for recording

Legal Description: Adequate description necessary on all deeds, deeds of trust and mortgages
Include a Principal Residence Statement when necessary

Other Requirements: All signatures require a typed or printed name above or below Grantor name and mailing must be included on all documents Documents require attorney preparation Notary required, seal must contain county of commission Margin notations cannot be used to release mortgages. Re-records require reason listed at top of document Extensive varying county requirements, contact municipality for verification of forms Abstractor services are recommended as many counties will not allow mail-in recordings

Blanket Assignments: Generally accepted at no additional fee
Blanket Releases: Generally accepted in some counties at no additional fee
Completion Time: Varies by county

Maryland County Specifics

Carroll County All changes must be initialed

Charles County Requires **Application for Certificate of Tax Liens**
http://www.charlescounty.org/treas/taxes/cert_tax_liens_app.pdf

Cecil County Requires **Property Transfer Cover Sheet**
<http://www.ccgov.org/uploads/Treasurer/PROPERTY%20TRANSFER%20RECORD.pdf>

Howard County Requires **Howard County Refinance Affidavit**
<http://www.co.ho.md.us/DOF/DOFDocs/RecordationRefinanceAffidavit.pdf>

Prince George County Requires **Prince George County Finance Affidavit**
<http://www.princegeorgescountymd.gov/Government/AgencyIndex/Finance/PDFs/Finance+Affidavit+internet+copy06-08.pdf>
<http://www.co.pg.md.us/government/agencyindex/finance/forms.asp>

