



City of Annapolis
Finance Office
 160 Duke of Gloucester Street
 Annapolis, MD 21401-2517

Utilitybilling@annapolis.gov • Utilities 410-263-7953 • Fax 410-263-7529 • TDD use MD Relay or 711 • www.annapolis.gov

Real Property Transfer

Note: Each Property Transfer per Tax ID and per Water Account for the City of Annapolis costs \$50.00 including date changes. The fee for the Property Transfer must accompany your request. Payment is due with upon request and should be payable to the *City of Annapolis*.

Grantor:

Grantee:

Is this a zero consideration deed? Yes No

Property address _____

Tax account # _____ Date of transfer _____

Requested by _____ Phone no. _____

Office/Title Co. _____ FAX _____

FOR CITY USE ONLY

Finance sent on (initial) _____ Processing fee received on _____

CFA Account no. _____ Property owner as of March 31 _____

Billing dates _____ Annual assessment _____ **1. Due** _____

Remaining years _____ Remaining Balance _____

General Billing – Accounts Receivable/Citations

Explanation _____

Invoices _____ Citations* _____ **2. Due** _____

*Proof of payment is required for all citations before any deed shall be stamped.

Utility Charges

Account no. _____ Due date _____ Turn off date _____

Billing dates _____

Water _____ Sewer _____ Refuse _____ Other _____

Watershed Restoration _____ Bay _____

3. Outstanding Balance Due _____

Transfer Reading Date _____

Water _____ Sewer _____ Refuse (flat rate per quarter) _____,

Watershed Restoration (flat rate per quarter) _____

Bay (flat rate per quarter) _____ **4. Transfer Balance Due** _____

TOTAL DUE _____

Prepared by _____

Deed stamped by City on _____ by _____

Entered in system CFA/GB/UTL on _____ by _____