



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

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## 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*. Per code [06.04.100](#) A deed for the transfer of property shall not be validated for recordation by the Department of Finance until payment is made for all water and sewer service received to the date of transfer, whether billed or unbilled.

**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 \_\_\_\_\_