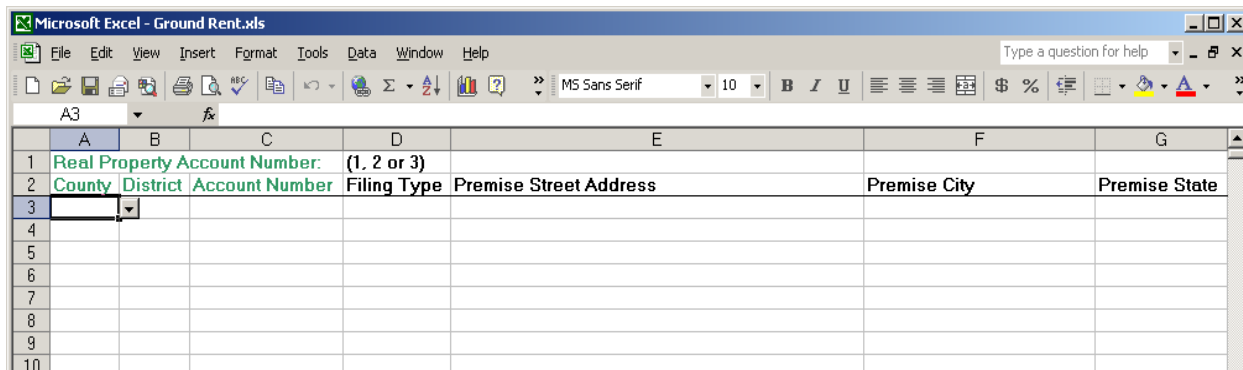


Maryland State Department of Assessments & Taxation Instructions for the Ground Rent Registration Excel Spreadsheet

Open the Ground Rent Registration spreadsheet (image1).

Image1:

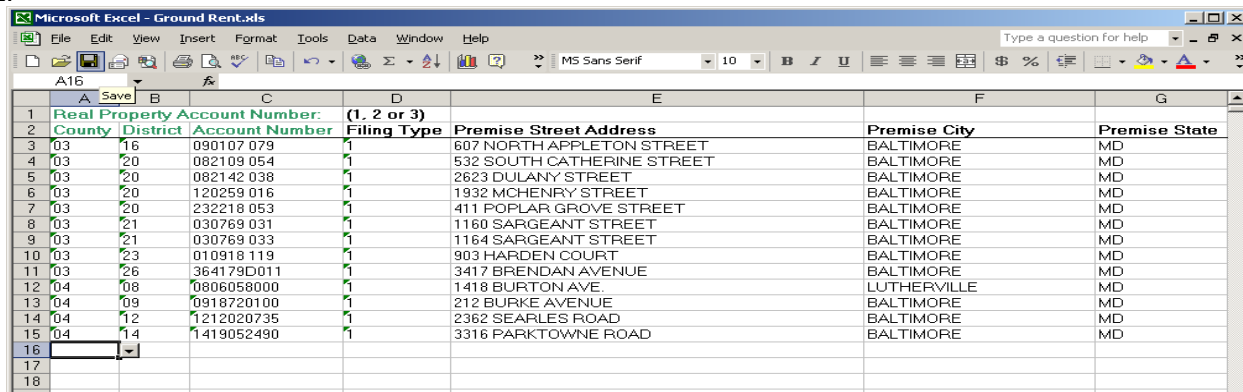


Beginning in Row 3, you will enter the first Ground Rent registration record. Once the appropriate data is entered in a field, press the **Tab** key to move to the next field. When you are finished entering the data for that record, press the **Home** key to return to the beginning of the current row and then press the **Down Arrow** key to go to the beginning of the next row.

Attached is a guide to entering the data.

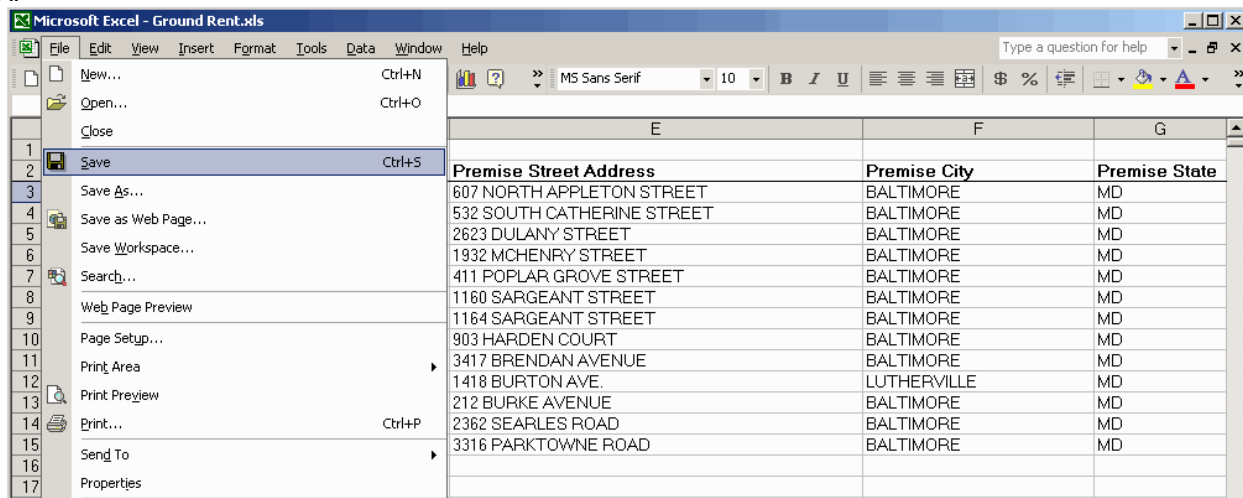
When you are finished entering the records, save the spreadsheet (images 2 and 2A).

Image 2:



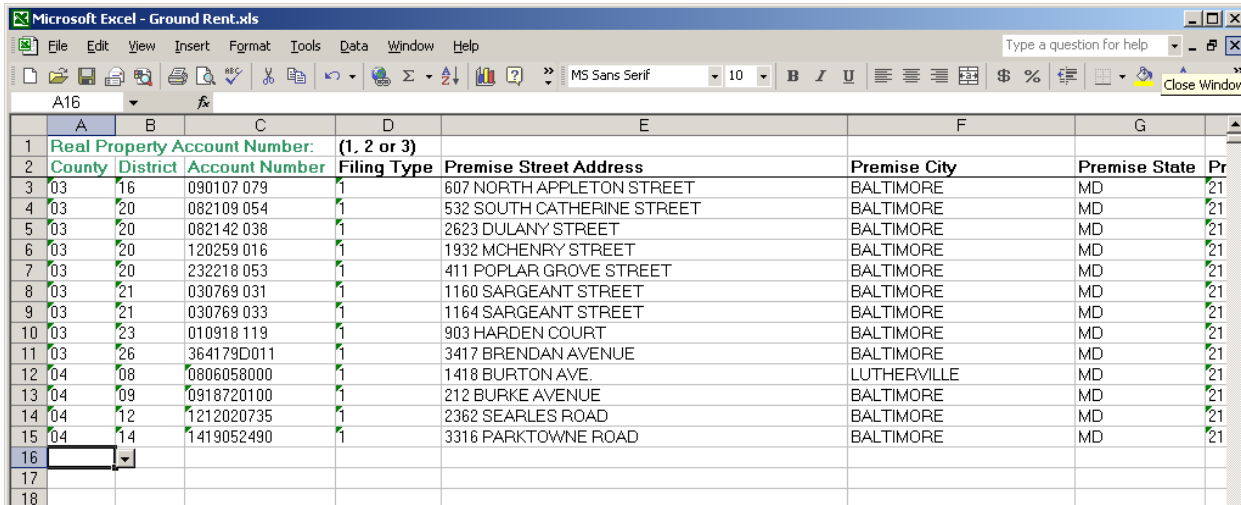
OR

Image 2A:



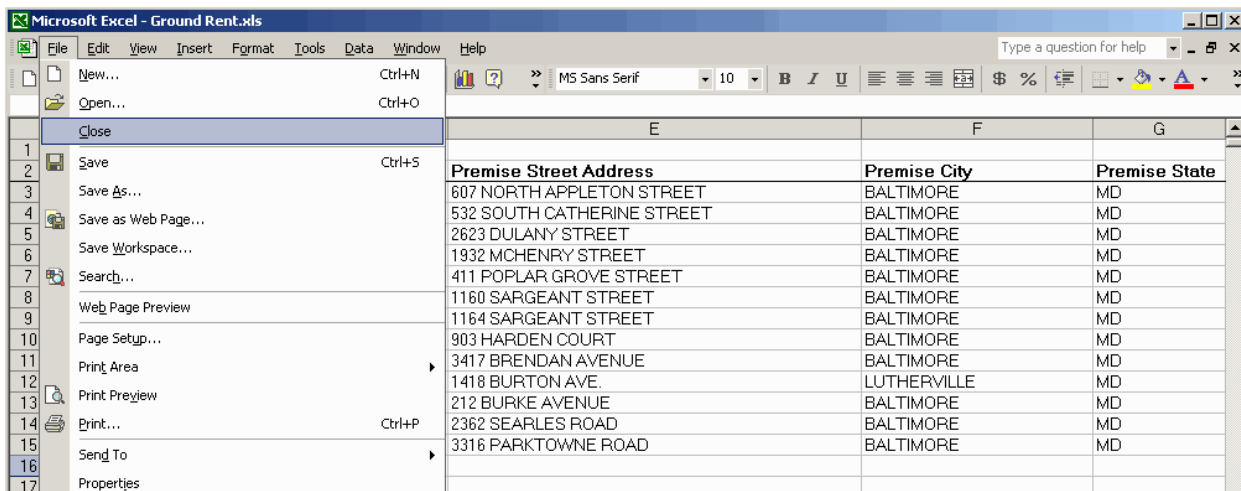
When you are finished reviewing the file, close the spreadsheet (images 3 and 3A).

Image 3:



OR

Image 3A:



Guide to entering data on the Ground Rent Registration spreadsheet

County Code Table

County Code	County Name	County Code	County Name	County Code	County Name
01	Allegany	09	Charles	17	Prince George's
02	Anne Arundel	10	Dorchester	18	Queen Anne's
03	Baltimore City	11	Frederick	19	St. Mary's
04	Baltimore County	12	Garrett	20	Somerset
05	Calvert	13	Harford	21	Talbot
06	Caroline	14	Howard	22	Washington
07	Carroll	15	Kent	23	Wicomico
08	Cecil	16	Montgomery	24	Worcester

Attachment A **Real Property Account Number**

Consists of the two digit county code (see table), two digit district number and an account number up to 12 characters in length. The account number may contain spaces or alphabetic letters. Below are the account number configurations for each county/Baltimore City.

County Name	County (Code)	District	Account Number	Notes:
Anne Arundel	02	DD	SSSAAAAAAAA	DD= District Number SSS= 3 digit subdivision AAAAAAAA = 8 digit account number
Example	02	01	12312345678	
Baltimore City	03	WW	SSBBBBLLLL	WW= Ward (District) SS = Section BBBBB = Block (5 characters) LLLL = Lot (4 characters)
Example	03	01	250224A123B	01 = Ward (District) 25 = Section 0224A = Block 123B = Lot
Example	03	01	250224 123	01 = Ward (District) 25 = Section 0224 = Block (5 th position = space) 123 = Lot (4 th position = space)
Example	03	01	250224A123	01 = Ward (District) 25 = Section 0224A = Block 123 = Lot (4 th position = space)
Example	03	01	250224 123C	01 = Ward (District) 25 = Section 0224 = Block (5 th position = space) 123C = Lot
Baltimore County	04	DD	AAAAAAAAAAA	DD = District AAAAAAAAAAA = 10 digit Account Number
Example	04	01	1234567890	
Montgomery County	16	DD	AAAAAAAAA	DD =District AAAAAAAAA = 8 digit account number
Example	16	01	12345678	
Prince George's County	17	DD	AAAAAAAAAAA	DD = District AAAAAAAAAAA = 10 digit account number
Example	17	01	1234567890	
All other counties	CC	DD	AAAAAAA	CC = 2 digit county code (see County Code Table) DD = District AAAAAAA = 6 digit account number
	05	01	123456	05 = Calvert County 01 = District 123456 = 6 digit account number

Col	Field Description	Length	Data
A-C	Real Property Account Number:		Mandatory for all Filing Types (*see Attachment A)
A	County	2	Use drop-down box to select County code (*see Attachment A –County Code Table)
B	District	2	Enter 2 digit District
C	Account Number	12	Enter from 6 to 12 characters. May contain digits, spaces or alphabetic letters.
D	Filing Type	1	Use drop-down box to select Filing Type (1 – Registration, 2 – Amendment or 3 – Redemption) (Mandatory field)
E-H	Premise Information:		Mandatory for all Filing Types
E	Premise Street Address	40	
F	Premise City	22	
G	Premise State	2	Use drop down box to select State
H	Premise Zip	5	
I-M	Tenant Information:		Only required for a Registration (Filing Type 1) or Redemption (Filing Type 3). Optional for Amendment (Filing Type 2).
I	Tenant Name	34	Enter name as it appears in Real Property records. Generally Last Name, First Name MI (middle initial).
J	Tenant Street Address	40	
K	Tenant City	22	
L	Tenant State	2	Use drop-down box to select State
M	Tenant Zip	5	
N	County Name	16	Only required for a Registration (Filing Type 1) or Redemption (Filing Type 3). Use drop- down box to select County Name.
O-R	Current Ground Rent Deed Reference:		
O	Clerk	3	Enter Clerk's initials (Optional)
P	Book	5	Enter 1 to 5 digits (Mandatory for all Filing Types)
Q	Page	5	Enter 1 to 5 digits (Mandatory for all Filing Types)
R	Year	4	Enter 4 digit year in CCYY format (Optional)
S-V	Year in which Ground Rent Created:		Mandatory for a Registration (Filing Type 1). Optional for Amendment (Filing Type 2). Select only one year range.
S	Prior to 04/08/1884	1	Use drop-down box to select Y or leave blank
T	Between 04/08/1884 and 04/05/1888	1	Use drop-down box to select Y or leave blank
U	Between 04/06/1888 and 07/01/1982	1	Use drop-down box to select Y or leave blank
V	07/02/1982 or later	1	Use drop-down box to select Y or leave blank
W	Annual Ground Rent Amount	7	Mandatory for a Registration (Filing Type 1). Optional for Amendment (Filing Type 2). Enter 7 digit amount without decimal. Example: 0012000 = \$120.00
X-AI	Ground Rent Payment Schedule:		Mandatory for a Registration (Filing Type 1). Optional for Amendment (Filing Type 2). Select only one Indicator and enter corresponding Due Date(s).
X	Annual Payment Indicator	1	Use drop-down box to select Y or leave blank
Y	Annual payment due	4	Enter 4 digit date in MMDD format
Z	Semi-annual Payment Indicator	1	Use drop-down box to select Y or leave blank
AA	1 st Semi-annual payment due	4	Enter 4 digit date in MMDD format
AB	2 nd Semi-annual payment due	4	Enter 4 digit date in MMDD format
AC	Quarterly Payment Indicator	1	Use drop-down box to select Y or leave blank
AD	1 st Quarterly payment due	4	Enter 4 digit date in MMDD format
AE	2 nd Quarterly payment due	4	Enter 4 digit date in MMDD format
AF	3 rd Quarterly payment due	4	Enter 4 digit date in MMDD format
AG	4 th Quarterly payment due	4	Enter 4 digit date in MMDD format
AH	Other Payment Schedule Indicator	1	Use drop-down box to select Y or leave blank
AI	Payment schedule description	20	
AJ-AN	Holder Information:		Mandatory for a Registration (Filing Type 1) or Redemption (Filing Type 3). Optional for an Amendment (filing Type 2).
AJ	Holder Name	34	
AK	Holder Street Address	40	
AL	Holder City	22	
AM	Holder State	2	Use drop-down box to select State
AN	Holder Zip	5	
AO	Holder Telephone	10	10 numeric or blank. Optional
AP	Holder eMail Address	64	Up to 64 characters or blank. Optional

AQ-AW	Payee Information:		Mandatory for a Registration (Filing Type 1). Optional for an Amendment (Filing Type 2).
AQ	Payee Name	34	
AR	Payee Street Address	40	
AS	Payee City	22	
AT	Payee State	2	Use drop-down box to select State
AU	Payee Zip	5	
AV	Payee Telephone	10	10 numeric or blank. Optional
AW	Payee eMail Address	64	Up to 64 characters or blank. Optional
AX-BC	Previous Tenant Information:		Only required for an Amendment (Filing Type 2).
AX	Previous Tenant Name	34	
AY	Previous Tenant Street Address	40	
AZ	Previous Tenant City	22	
BA	Previous Tenant State	2	Use drop-down box to select State
BB	Previous Tenant Zip	5	
BC	Date Prepared	10	Enter date in CCYY-MM-DD format. (Mandatory for all Filing Types)
BD	Filler	46	Leave this field blank