

**MARYLAND STATE DEPARTMENT OF ASSESSMENTS AND TAXATION
INSTRUCTIONS FOR GROUND RENT PAYMENT DEMAND NOTICE**

1. NOTICE MUST BE SENT NO LESS THAN 60 DAYS BEFORE FILING AN ACTION FOR POSSESSION
2. NOTICE MUST BE SENT TO THE LEASEHOLD TENANT'S LAST KNOWN ADDRESS AS SHOWN IN THE RECORDS OF SDAT, OR OTHER PLACE OF BUSINESS OR RESIDENCE IF KNOWN, BY FIRST CLASS MAIL **AND** CERTIFIED MAIL, RETURN RECEIPT REQUEST BY THE GROUND LEASE HOLDER (WHICH INCLUDES AN AGENT OF THE GROUND LEASE HOLDER)
3. NOTICE MUST BE IN SUBSTANTIALLY THE SAME FORM AS EXAMPLE PROVIDED
4. IF AUTHORIZED UNDER THE GROUND LEASE, A GROUND LEASE HOLDER MAY BE REIMBURSED FOR REASONABLE LATE FEES, INTEREST, COLLECTION COSTS, AND EXPENSES NOT EXCEEDING \$100, PROVIDED THE OUTSTANDING AMOUNT IS PAID AFTER THE INITIAL NOTICE IS SENT AND BEFORE A NOTICE IS SENT UNDER SUBSECTION 8-807(D). AN EXACT EXCERPT FROM THE DEED MUST BE PROVIDED AS PROOF OF AUTHORIZATION THAT REIMBURSEMENT FOR LATE FEES AND OTHER INCIDENTAL COSTS ARE PERMISSABLE
5. NOTICE MUST BE IN BOLDFACE TYPE, AT LEAST AS LARGE AS 14 POINT
6. GROUND LEASE MUST BE REGISTERED WITH SDAT UNDER SUBTITLE 8-704 OF ARTICLE - REAL PROPERTY OF THE ANNOTATED CODE MARYLAND
7. THE DEBT MAY BE CURED BY A HOLDER OF A SECURED INTEREST IN THE PROPERTY
8. THE GROUND LEASE HOLDER MUST HAVE THE LEGAL RIGHT TO CLAIM POSSESSION FOR NONPAYMENT OF GROUND RENT
9. THE OUTSTANDING PAYMENT MUST BE AT LEAST SIX MONTHS IN ARREARS
10. GROUND LEASE HOLDER IS ENTITLED TO NOT MORE THAN THREE YEARS BACK RENT THAT MUST BE CALCULATED FROM THE DATE NOTICE WAS SENT UNDER REAL PROPERTY ARTICLE §8-806(c)(1) PLUS THE MONETARY MATTER DESCRIBED IN ITEM 4 OF THESE INSTRUCTIONS IF SPECIFICALLY AUTHORIZED IN THE DEED

(SAMPLE NOTICE FOR COMPLYING WITH THE PROVISIONS OF §8-807(C)(3) OF THE REAL PROPERTY ARTICLE OF THE ANNOTATED CODE OF MARYLAND)

GROUND RENT PAYMENT DEMAND NOTICE

Via Regular Mail and Certified Mail Return Receipt Requested

Property Address: 123 Anywhere Street, Any Place, MD 21000

Leasehold Tenant(s) of Record: _____

Ground Rent Payments Outstanding for the Period: 7/2/13 –

1/2/15 7/2/13 - \$96

1/7/14 - \$96

7/2/14 - \$96

1/2/15 - \$96

Total Ground Rent Amount Overdue: \$384.00

Permissible Statutory Fees: \$0

Your ground rent is in arrears in the amount of \$384.00 which is the past payments due for 7/2/13 thru 1/2/15 and (includes) (does not include) late fees, interests, collection costs and expenses up to the statutory amount of \$100.00.

UNLESS THE PAST DUE GROUND RENT IS PAID WITHIN 60 DAYS FROM THE DATE OF THIS NOTICE, THIS OFFICE INTENDS TO FILE AN ACTION FOR POSSESSION OF THE PROPERTY AND YOU MAY BE LIABLE FOR REIMBURSING THE GROUND LEASE HOLDER FOR REASONABLE LATE FEES, COLLECTION COSTS, AND EXPENSES INCURRED IN CONNECTION WITH THE COLLECTION OF THE PAST DUE RENT AND THE FILING OF AN ACTION FOR POSSESSION.

In order to avoid legal action and possible accrual of additional associated fees, submit the total amount of \$384.00 by check or money order to Ground Rents International at 101 City Street, Anywhere, MD 21000. If you have questions or concerns regarding this default notice, please call our office at 410-000- 0000 and speak with John Q Public.

Late fees, collection costs and expenses authorized by: _____

***If applicable, this section records the excerpt from the lease authorizing the collection of late fees, interest, collection costs and expenses, subject to the same limitations as provided in §8-807 of the Real Property Article; included is the deed reference. The additional charges associated with this Notice may not exceed \$100.00**

Please visit the following website to learn more about the ground rent redemption loan program in the Department of Housing and Community Development (DHCD):
<https://dhcd.maryland.gov/Residents/Pages/grrlp/grrlp.aspx>

DHCD can also be reached by phone, 301-429-7821 or
By Email at singlefamily.dhcd@maryland.gov