BALTIMORE CITY TRANSFER AND RECORDATION TAX OFFICE
200 HOLLIDAY STREET, ROOM 1, Ste. 1B, BALTIMORE, MD 21202
PHONE (410) 396-5139 FAX (410) 332-0216

INTAKE SHEET

Instructions: Complete this form and affix it to the front of each and every deed that is being submitted for processing.

Document Detail: **Deed & DOT**

Taxable Conveyance Consideration **$145,000.00**
Basis: (circle one) *Sales Price* *Assessed Value* *New Mortgage* *Existing Mortgage*

Exempt Conveyance Reason _____
Include "No Consideration" Affidavit if applicable

Grantor (s) **Skyline NH RES 4, LLC**

Grantee (s) **Seema Banerjee**

Single Property **X** **Multiple Properties** _____
(If you check multiple properties, include the first property on this page and all others should be entered on the attached addendum. We do not verify legal descriptions.)

Property Address: **2213 Jefferson Street** **W/S/B/L** **06-04-1670-018**

Fee Simple **X** **Leasehold** _____ **Amount** _____

Multiple Deed Transfer **Yes** _____ **No** **X**

Refinance Yes **X** **No** _____ **Refinance Affidavit Included? Yes** _ **No X**_

Amount of New Loan **$140,650.00** **Amount of Existing Loan** _____

Eligible for OOC? Yes X_ **No** __ **Principal Residence Affidavit Included? Yes X**___ **No** ____

HUD 1 Enclosed? **(Yes)** **No** **N/A**

New Owner's Mailing Address: **2213 Jefferson Street, Baltimore, MD 21205**

Transfer Tax Payment **$1845.00** **Recordation Tax Payment** **$1230.00**

Transfer Tax and Recordation Tax payments must be on separate checks made payable to the Director of Finance.

Important Notice: ** Effective July 1, 2014 our office will be enforcing new policies & procedures regarding deeds that are conveying multiple properties. If a deed is conveying multiple properties, for example a condominium and a parking space or a property and a "descriptive" lot; then the properties must be clearly identified in the deed and on the intake sheet. In addition, if the properties have their own unique parcel number (block & lot), a lien sheet must be obtained for each and every parcel number. By law, all liens must be satisfied prior to transfer. If a deed has been recorded and subsequently it is found that a parcel was erroneously omitted because it was not clearly identified and/or a lien sheet was not obtained, then the omitted property will not be transferred until the responsible party (i.e. title company, attorney, or whoever handled the settlement) obtains a lien sheet and pays all open liens.

***** I have read and understand the policies regarding the transfer of multiple properties mentioned above.** _____ (Initials)

Submitter Info:

Name: **Eileen Huff**

Firm: **Certified Title Corporation**

Address: **11459 Cronhill Drive, Suite M, Owings Mills, MD 21117**

Phone #: **410-902-5884**

E-mail : **eileen@certifiedtitlecorp.com**

BALTIMORE CITY CIRCUIT COURT (Land Records) XAC 26792 p.0089 MSA_CE_164_35949. Date available 4/12/2024. Printed 8/18/2026.