



## Administrative Recording Requirements

### State of Maryland

**Marital State:** No  
**Trust State:** Yes  
**Mortgage State:** Yes

**Recording Structure:** 23 counties Clerk of Circuit Court  
Baltimore is an independent city

**Required Statement:** **Affidavit of Preparation** required for all deeds, mortgages, deeds of trust and modifications certifying that documents were prepared by an attorney, or under an attorney's supervision, or a certification that the documents were prepared by one of the named parties in the document.

**One of the following forms of certification must be used:**

1) "This is to certify that the within instrument has been prepared under the supervision of the undersigned Maryland attorney." This statement must be signed by the attorney, and a printed name must be listed underneath.  
**or**

2) "This is to certify that the within instrument has been prepared by a party to the instrument." This statement must be signed by the authorized party and a name must be printed beneath the signature, as "Authorized Agent".

**Return to name and address must be listed on the bottom of the last page of the instrument**

**Affidavit of Exemption** (from licensing and/or taxation) when necessary

**State Website:** [www.dat.state.md.us](http://www.dat.state.md.us)

*Information regarding non-resident income tax can be found on the following website.*

[http://business.marylandtaxes.com/pdf/withholding\\_requirement.pdf](http://business.marylandtaxes.com/pdf/withholding_requirement.pdf)

**Required Documents:** **Affidavit of Residence**  
**Application for Certificate of Full or Partial Exemption** Form MW506AE  
**Maryland Non-Resident Sale of Real Property** Form MW506NRS  
<http://individuals.marylandtaxes.com/taxforms/10forms.asp>  
**Land Record Intake Sheet**  
<http://www.courts.state.md.us/courtforms/index.html>  
**Refinance Affidavit**

PDF

### Formatting of Documents:

Format specified by statute. Excessive fees for noncompliance  
White paper  
8 1/2 x 11 or 8 1/2 x 14  
First page: 3" top margin / 1" other margins  
Other pages: 1" all margins  
8 point font  
Black ink  
Documents may be returned if not considered legible for recording

**Legal Description:** Adequate description necessary on all deeds, deeds of trust and mortgages  
Include a Principal Residence Statement when necessary

**Other Requirements:** All signatures require a typed or printed name above or below  
Grantor name and mailing must be included on all documents  
Documents require attorney preparation  
Notary required, seal must contain county of commission  
Margin notations cannot be used to release mortgages.  
Re-records require reason listed at top of document

Extensive varying county requirements, contact municipality for verification of forms  
Abstractor services are recommended as many counties will not allow mail-in recordings

- Blanket Assignments:** Generally accepted at no additional fee  
**Blanket Releases:** Generally accepted in some counties at no additional fee  
**Completion Time:** Varies by county

**Maryland County Specifics**

- Carroll County** All changes must be initialed  
**Charles County** Requires **Application for Certificate of Tax Liens**  
[http://www.charlescounty.org/treas/taxes/cert\\_tax\\_liens\\_app.pdf](http://www.charlescounty.org/treas/taxes/cert_tax_liens_app.pdf)  
**Cecil County** Requires **Property Transfer Cover Sheet**  
<http://www.ccgov.org/uploads/Treasurer/PROPERTY%20TRANSFER%20RECORD.pdf>  
**Howard County** Requires **Howard County Refinance Affidavit**  
<http://www.co.ho.md.us/DOF/DOFDocs/RecordationRefinanceAffidavit.pdf>  
**Prince George County** Requires **Prince George County Finance Affidavit**  
<http://www.princegeorgescountymd.gov/Government/AgencyIndex/Finance/PDFs/Finance+Affidavit+internet+copy06-08.pdf>  
<http://www.co.pg.md.us/government/agencyindex/finance/forms.asp>