



City of Annapolis

Finance Office

160 Duke of Gloucester Street
Annapolis, MD 21401-2517

Finance@annapolis.gov • 410-263-7952 • Utilities 410-263-7953 • Fax 410-263-7529 • TDD use MD Relay or 711 • www.annapolis.gov

Real Property Transfer

Note: Each Property Transfer per Tax ID 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*.

Date _____ Time _____

Grantor:

Grantee:

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 - Property owner as of March 31

Account no. _____

Billing dates _____ Annual assessment _____ **1. Due** _____

Remaining years _____ Remaining Balance _____

General Billing – Accounts Receivable

Explanation _____

Invoices _____ **2. Due** _____

Utility Charges

Account no. _____ Due date _____ Turn off date _____

Billing dates _____

Water _____ Sewer _____ Refuse _____

Storm _____ Bay _____ Other _____

3. Outstanding Balance Due _____

Transfer Reading Date _____

Water _____ Sewer _____

Refuse (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 _____