

MEMORANDUM

March 12, 2007

TO: Clients of the Montgomery County Transfer/Recordation Tax Office

FROM: Timothy L. Jones, Financial Programs Manager

SUBJECT: Pre-approval of Complicated Documents

The Transfer/Recordation Tax Office's goal continues to be to promptly process as many deeds and deeds of trust as possible. All deeds and deeds of trust must be accompanied by a completed and legible intake sheet.

We realize that some deeds are more complicated than others. To help you cut down on processing time, waiting time in our office, as well as post-closing surprises, we strongly encourage you to submit the following types of transactions for pre-approval:

- Commercial/Industrial/Apartment Transfers of \$5,000,000 or more
- Transfers with Possible Farm/Agricultural Issues
- Transfers with Possible Rezoning Issues
- Transfers Involving Foreclosures
- Transfers Involving Bankruptcies
- Condominium Conversion Transfers
- Vacant or Underimproved Land Transfers with Builder Involved
- Transfers Involving LLC Exemptions
- Transfers Involving Partnership, LLC, or Corporation Dissolutions
- Transfers Between Related Corporations
- Transfers to Exempt Organizations

You may fax your requests for pre-approval to 240-777-8999 or e-Mail with attachments to timothy.jones@montgomerycountymd.gov. Thank you for your cooperation.
