



State of Maryland

DEPARTMENT OF ASSESSMENTS AND TAXATION

Prince George's County Office

MARTIN O'MALLEY
Governor

C. JOHN SULLIVAN, JR.
Director

JAMES P. SORESI
Supervisor

Premise Address: _____ District _____ Acct # _____

Owner _____

Dear Property Owner:

In accordance with the Maryland Tax-Property Article, Title 9-104 Homeowners Tax Credit, 9-105 Homestead Property Tax Credit, and 10-204.3 Semiannual Payment Schedule for Property Tax, this office is requesting verification that the above referenced property is "Owner-Occupied"

If you are claiming residency, please complete the information below and return it to our office with a copy of your current Driver's License, as proof of occupancy. Failure to respond within 10 business days will indicate that the above referenced property is not your principal residence. If you are unable to provide this verification, please contact our office.

Thank you in advance for your assistance.

Sincerely,
James P. Soresi, Supervisor of Assessments

Owner's Principal Residence: _____

Owner's Mailing Address: _____

The above Property Address is my/our "Principal Residence" since _____ (date).

Number of months you have resided or expect to reside at this address each year _____

Do you or any of the owners, jointly or individually, own any other property in the State of Maryland ?

No ___ or Yes ____ If Yes, please note the Property Address of the other property(s):

- 1. _____
- 2. _____

Provide additional paper, if needed.

Owner's Signature - Required Date () Day Time Telephone Number

It is the homeowner's responsibility to notify any person or business that may be affected by this action: If you have any further questions, please contact this office at 301-952-2500.

This form seeks information for the purpose of Residency information on the indicated property. Failure to provide this information will result in denial of Residency status of "Homeowner Occupied". However, some of this information would be considered a "personal record" as defined in State Government Article, 10-624. Consequently, you have the statutory right to inspect your file and to file a written request to correct or amend any information you believe to be inaccurate or incomplete. Additionally, personal information provided to the State Department of Assessments and Taxation is not generally available for public review. However, this information is available to officers of the State, county or municipality in their official capacity and to taxing officials of any State or the Federal government, as provided by statute. Additionally, if your property would be used by the State Department of Assessment and Taxation as a comparable for purposes of establishing the value of another property in a hearing before the Maryland Tax Court, the requested information or portion thereof, may have to be provided to the owner of that other property.