



1 Sanford Avenue • Baltimore, MD 21228  
410.719.0200 (Phone) 410.719.0300 (Fax)

## DEED REQUESTS

Thank you for choosing The Law Office of David L. Thurston and Crown Title Corporation for your deed request. Please complete the attached request form and e-mail to [deeds@crowntitle.com](mailto:deeds@crowntitle.com). After the form has been received by our office:

1. The deed will be prepared and emailed to you for review.
2. Once you have had an opportunity to review, please let us know if you would like to come into our office to sign or if you will be returning the completed documents to us.
3. Payments must be made when the executed deed is received by our office. We can accept checks or credit cards. If paying by credit card, we must email a link to you from Payload.
4. Prior to the deed being recorded, all property taxes, water and any fines against the property must be current. Upon verification of the same, we will order a lien certificate for the appropriate county.
  - a. The lien certificate can take up to 3-4 weeks to be returned to our office. If anything shows as open on the lien certificate, then you will be contacted to get those paid as soon as possible.
  - b. You will also be responsible for any additional fees that may be incurred in ordering an updated or expired lien certificate.
5. When we have a clear lien certificate, we will forward the documents for recording. Please note that recording can take 6-8 weeks depending on the County. The original deed will be mailed to you upon recording.

## Fee Schedule

Deed Prep Fee to Law Office	\$200.00
Processing Fee to Crown Title	\$295.00
Recording Service Fee to Crown Title	\$30.00
Recording Fee to Clerk of the Court <i>transfer taxes may apply</i>	\$60.00
Water Escrow Fee <i>only applies to certain counties</i>	\$100.00

\*\*These fees are estimated and subject to change based upon your request\*\*



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### Deed Request Form

**Your Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

**Deed Type:**     Quit Claim Deed                       Special Warranty Deed  
                   General Warranty Deed                     Corrective Deed  
                   Life Estate Deed with Powers     Life Estate Deed without Powers  
                   Other (please specify) \_\_\_\_\_

#### **Current Owner Information**

*(as it appears on last deed of record)*

Grantor (Current Vesting): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Grantor(s) relationship to Grantee(s), if any: \_\_\_\_\_

#### **Property Address**

Street: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

County: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

#### **New Owner Information**

Grantee (New Vesting): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Sole Owner     Joint Tenants     Tenants in Common     Tenants by their Entirety  
(For Tenants in Common, grantee's percentage interest is: \_\_\_\_\_)

#### **Reason for Request**

(adding spouse, adding middle initial, taking out of trust, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Payment Method:**     Check     Credit Card

**Confirm E-Mail Address:** \_\_\_\_\_



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## Tenancy

**SOLE OWNER:** An undivided ownership interest by **one person** with no other party having a right or interest in or to the Property.

**TENANTS BY THE ENTIRETY:** An undivided ownership by **a married couple**, with the right to the entire property passing to the surviving spouse upon the death of one (1) spouse.

**JOINT TENANTS:** An equal ownership interest by all parties named on the deed with rights of ownership vesting in the survivor of all owners.

Example: Andy, Beth and Charles own Black Acre one-third each (1/3rd each). If Beth dies, Andy and Charles will each own one-half (1/2) of Black Acre.

**TENANTS IN COMMON:** An individual ownership interest in a portion of the Property (either equal or unequal) with another party and sharing a common interest and right to use as to the whole. Tenants in Common **does not provide** for survivorship rights. Thus, a will is recommended to identify the recipient of the ownership interest upon the death of one of the owners.

Example 1: Andy, Beth and Charles own Black Acre. Beth owns seventy percent (70%), Andy owns twenty percent (20%), and Charles owns ten (10%). Charles dies. Charles had a will which states that his interest should pass to his mother, Charlene. Charlene now owns a ten percent (10%) interest in Black Acre. If Charles dies without a will, his ten percent (10%) interest shall pass according to the laws of the **State of Maryland**.

Example 2: Andy and Beth are married but own Black Acre with Charles. Andy and Beth own a sixty percent (60%) interest in Black Acre, which they hold as Tenants by the Entirety. Charles owns a forty percent (40%) interest in Black Acre. As between Charles and the unit made up of Andy and Beth, the parties own Black Acre as Tenants in Common, for percent (40%) to Charles, sixty percent (60%) to Andy and Beth jointly.