

REQUIRED INFORMATION ON TITLE CERTIFICATES for CARROLL COUNTY

1. Title Certificate must be addressed to:
County Commissioners of Carroll County, 225 North Center Street, Westminster, Maryland 21157
2. Title Certificate must contain date of most recent conveyance, include grantor(s)' full name(s); grantee(s)' full name(s); and recording references of the deed(s). If Grantee is a corporate owner, please include where incorporated, i.e., "a body corporate of the State of Maryland".
3. Title Certificate must pertain to the entire piece of property being subdivided and state the amount of acreage, and state the complete and correct title of the plat or site development.
4. Title Certificate must specify all judgment and/or lienholders, including name of the court, names of parties, case number, date of judgment, and amount of judgment OR state that there are no recorded judgments or lienholders.
5. If there is an open lien Title Certificate must contain name(s) of the debtor(s), Trustee(s), Beneficiary, and/or Mortgagor and the date of the lien and recording reference OR state that there are no recorded open Mortgages or Deeds of Trust.
6. Title Certificate must state whether current tax levy is open or paid.
7. Title Certificate must show the tax account number for the property.
8. Title Certificate must contain an original signature by an attorney who is licensed to practice law in the State of Maryland and who is in good standing with the Maryland Court of Appeals.
9. Title Certificate must list any utility easements, and give names of grantees and recording references OR state that there are no recorded utility easements.
10. Title Certificate must describe all other interests, encumbrances, and claims (including title reference, name of interest holder(s), kind of interest, and portion of property affected by the interest) affecting any portion of the property, including, but not limited to, easements, rights-of-way, remainders, recorded covenants and restrictions, recorded leasehold interests, and clouds upon title. Where any interest in any portion of the property has previously been granted to the County Commissioners of Carroll County, describe the interest and specify its location.
11. Title Certificate is only good for sixty days. If this office receives a proposed legal package and the Title Certificate is outdated, an update is required. The sixty day period is calculated from the date the title was searched through in Land Records (the verified through date), not the date of the Title Certificate. This office will review each title received on a case by case basis for a determination as to whether an updated title will be required. Title Certificate must state that the attorney has examined title to the property for a period of at least 60 years and include the date to which title was searched through (the verified through date of Land Records).
12. Copies of all deeds, liens, judgments, rights-of-way, etc., as shown on Title Certificate must accompany the Title Certificate.
13. Title Certificates shall not limit liability to less than the actual value of the property as reflected by consideration paid, or a minimum of \$10,000.00, whichever is greater, when restrictions on liability are acceptable to the County.
14. Whenever fee simple property is conveyed Grantor must comply with Section 10-912 of the Tax-General Article of the Annotated Code of Maryland and complete a "Certification of Exemption from Withholding Upon Disposition of Maryland Real Estate Affidavit of Residence or Principal Residence" form to be submitted with the Deed when it is recorded. The form confirms that Grantor is a Maryland Resident or if Grantor is a corporation or business entity that corporation or business entity is registered in Maryland. The "Certification of Exemption" may be downloaded from the State Department of Assessments and Taxation website or be obtained from Land Records. Note: If Grantor is a non-Resident individual or business entity, a percentage of the consideration must be paid to the Clerk of the Circuit Court OR a certificate from the State Department of Assessments confirming taxes have been paid must be submitted.