

MEMORANDUM

May 2, 2005

TO: Clients of the Montgomery County Transfer/Recordation Tax Office
FROM: Timothy L. Jones, Financial Programs Manager
SUBJECT: **POLICY CHANGE EFFECTIVE MAY 2, 2005**

The Transfer/Recordation Tax Office is amending the way we handle deeds effective May 2, 2005. Our goal continues to be to process as many deeds as possible within a one-three day period. All deeds still must be accompanied by a completed and legible intake sheet. Our express policy is remaining the same at this time.

Deeds will no longer be separated and categorized as simple or complex. You may submit your deeds into one bin on our front counter intended for any type of deed.

We realize that some deeds are more complicated than others. To help you cut down on 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 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 Dissolutions
- Transfers Between Related Corporations
- Transfers to Exempt Organizations



