Instructions for Lead Rental Registry Online System

Go to the green tab: Add Property/Unit

Owners Detail: at bottom right click Next

Policy Details: Check here if you do not have a policy check in the box

Then bottom right click Next

New Registration: click the green Add Property

a window will pop up

**fill in property number <u>00</u> (county code) next box <u>0000000000</u>(account

number)

click **Search** the rest of the property info will populate.

bottom right click Submit

The property will now be there.

Under the word **Select** there is a circle next to the property address

click in the circle

Under Unit Details: click green Add Unit

a window will pop up

Fill in: Unit Identification **SFP** (single family property)

Vacant Yes/No No

Occupancy <u>fill in date tenants moved in</u> (ex mm/dd/yyyy)

Skip to bottom right: click <u>Submit</u>

Bottom right: click Next

This will take you to the Affirmation Page. click <u>I Agree</u>

type <u>First name</u> <u>Last Name</u>

click Next

You will get a summary page totaling the number of units registering and dollar amount due.

At bottom: click Payment

The system will redirect you (to the bank) to where you pay the fee. You will be able to use a major credit card or your checking account.

http://sdat.resiusa.org/RealProperty/Pages/default.aspx

For example, the owner's property is located in Baltimore City and the address is 1800 Washington Boulevard. SDAT shows the property account identifier as:

Ward - 21 Section - 04 Block - 0731 Lot - 001A

Therefore, the property number will be entered as follows:

First box enter: 03 tab, enter in second box: 21040731001A

For County Codes:

01	Allegany	06	Caroline	11	Frederick	16	Montgomery	21	Talbot
02	Anne Arundel	07	Carroll	12	Garrett	17	Prince Georges	22	Washington
03	Baltimore City	08	Cecil	13	Harford	18	Queen Annes	23	Wicomico
04	Baltimore Co	09	Charles	14	Howard	19	St Marys	24	Worchester
05	Calvert	10	Dorchester	15	Kent	20	Somerset		

^{**}Filling out the correct property number field: In the first box enter the county code (see below). Tab to the next box and enter the rest of the property number as one string of numbers. Do not use spacing or hyphens. Property numbers can be found on SDAT's Real Property Data Search website: (hold down the "Ctrl" and right click)

Real	Property	Data	SeasonTWI
		_	

F	View	Ground	Rent Redempti	on				Vie	v GroundRe	nt Registrati	on
Account						Block - 0					<u> </u>
					Owner	r Informati	on				
Owner N	ame:		WASHIN	IGTO	I-MONR	OE LLC.	Use		Pacidence:	COMMI	RCIAL
Malling Address:		1340 SN BALTIM	VE. SUITE 200 MD 21209-3796			Principal Residence Deed Reference:		/01719/ 00030			
				Locat	ion & Si	tructure in	orma	tion			
Premises Address:		1800 WASHIN BALTIMORE 2				Leg	Legal Description:		16.243 ACRES		
Map:	Grid:	Parcel	: Sub District:		ivision:		_	lock		Assessment Year:	No:
0021	0000	0000		0000		04	0	731	001A	2015	Plat Ref:
Special Tax Areas:				Town: Ad Valorem: Tax Class:					NONE		
	y Structi	л ге	Above Grade I	Enclos	ed	Finished	Baser	nent		rty Land	County
Built 1924			Area 1308804			Area			Area 16.240	0.00	Use 53100
			1300004								
Stories	Base	ement	Type OFFICE BUILD	ING	Exte	ior Full	/Haif	Bath	Garage	Last Major	Renovation
					Value	Informatio	n				
			Base V	Base Value		Value			Phase-in Assessments		
						As of 01/01/201	5		As of 07/01/2014	As 6 07/0	of 1/2015
Land:			1,624,3	00		1,624,300			• • • • • • • • • • • • • • • • • • • •		
Improv	ements		45,075,0			55,598,90					
Total:	ntiai Lar		46,699,	300		57,223,20)		46,699,300	50,2 0	207,267
Presere	nuai Lar	ıu.			Transfe	r informat	ion				
Saliar	CARROL	I PARK	LIC		Date: 0	9/12/2001				Price: \$8,00	0 000
Seller: CARROLL PARK, LLC Type: ARMS LENGTH MULTIPLE				Deed1: FMC /01719/ 00030					Deed2:		
Seller: 998 MONROE CORPORATION			Date: 06/30/2000					Price: \$0			
Type: NON-ARMS LENGTH OTHER				Deed1: FMC /00505/ 00493				Deed2:			
Seller:					Date:					Price:	
Туре:					Deed1	:				Deed2:	
				E	xempti	on Informa	tion				
Partial Ex Assessm	xempt		Class				07/0	1/201	4	07/01/20	115
County:			600				0.00				
State:			000 000				0.00			0.0010.0	•
Municipa			UUU		Om a s'-	l Tay Do	0.00			0.00 0.0	v
Tax Ex	empt: t Class:				NONE	I Tax Reca	pture	•			
Evenub	. VI455.				HORE						