



**CITY OF BALTIMORE  
DEPARTMENT OF TRANSPORTATION  
Right-of-Way Services Division  
Property Location Section  
Abel Wolman Municipal Building  
200 Holliday Street, Room 204  
Baltimore, MD 21202**



**CONSOLIDATION REQUEST**

Property Location Section  
Attn: Dawn Flanary  
204 Abel Wolman Municipal Building  
200 Holliday Street Baltimore, Maryland 21202  
(410) 396-3800

Date: \_\_\_\_\_

Please consolidate my \_\_\_\_\_ Tax Lots into one so I may receive only one Tax Bill.

The properties are currently known as:

(Current Addresses) \_\_\_\_\_

The current Tax I.D. no.'s are: **Ward** \_\_\_\_\_ **Section** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lots** \_\_\_\_\_

I am requesting the consolidated properties to now be known as: \_\_\_\_\_

I understand that the properties requested to be consolidated into (1) tax lot, must be owned in fee simple, have title vested in the same estate (owned by the same person, persons or corporation), be adjoining tax lots, have any and all municipal liens levied against any of the affected properties posted paid within the Bureau of Revenue Collections records. In addition, the consolidation of the requested properties must not violate any building code, zoning code and have approval from the Revenue Measurement & Billing Division regarding all existing water services.

It is further understood that the division of an existing tax lot or the re-establishment of a previously consolidated property into two (2) or more lots will require a Minor Subdivision submission to the Department of Planning regardless if it is supported by Land Records or not.

An administrative fee of \$80.00 is required to file the Consolidation Request. In addition, the Department of Finance requires a valid lien certificate be obtained for each of the properties requested to be consolidated. The cost of a lien certificate is \$55.00 **per property**. Your submitted package must contain one Lien Sheet request form for each property and a completed Consolidation Request form along with Cash, Check or Money Order made payable to the "Director of Finance." One single Check or Money Order may be sent for the combined total of all fees.

<u>Agency Approvals</u>
Property Location Section: _____ _____
Collections: _____ _____
Building Inspection: _____ _____ _____
Zoning: _____ _____

**Please Print:**

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_  
\_\_\_\_\_

**Signature of Owner**

\_\_\_\_\_  
(Please give explanation why this consolidation is occurring)

Example: Tax Purpose, Permit Filing, etc.

**\*NOTE: If you are making application by mail, please be sure to include all applicable fees as described above.  
(NO REQUESTS FOR CONSOLIDATION WILL BE ACCEPTED MAY 1 THROUGH JULY 1)**

Received from: \_\_\_\_\_ Cash: \_\_\_\_\_ Check: \_\_\_\_\_ Money Order: \_\_\_\_\_ Exempt: \_\_\_\_\_

Amount:\$ \_\_\_\_\_ Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Change Sheet: \_\_\_\_\_ Date: \_\_\_\_\_ New Lot # \_\_\_\_\_

MAYOR AND CITY COUNCIL OF BALTIMORE  
DEPARTMENT OF FINANCE  
BUREAU OF REVENUE COLLECTIONS  
COLLECTION DIVISION  
LIEN UNIT  
410-396-3991  
200 HOLLIDAY STREET  
BALTIMORE, MARYLAND 21202

# DOT CONSOLIDATION REQUEST # \_\_\_\_\_

1. PRINT OR TYPE THE INFORMATION REQUESTED ON THIS FORM.
2. PRINT IN THE SPACES PROVIDED THE EXACT BLOCK AND LOT AND PROPERTY ADDRESS AS RECORDED IN THE BOOKS OF THE MARYLAND DEPARTMENT OF ASSESSMENTS & TAXATION.  
\*\*\*\*IF THE ADDRESS AND THE BLOCK AND LOT PROVIDED DO NOT MATCH THE SEARCH WILL BE DONE USING THE PROPERTY ADDRESS PROVIDED ON THE APPLICATION.
3. THIS OFFICE WILL NOT BE RESPONSIBLE FOR ERRORS DUE TO IMPROPER OR INCOMPLETE DESCRIPTION.
4. A SEPARATE APPLICATION MUST BE FILED AND A FEE OF \$55.00 FOR EACH PROPERTY OR LOT SEPARATELY ASSESSED IN THE BOOKS OF THE MARYLAND DEPARTMENT OF ASSESSMENTS.

BLOCK	LOT
<input type="text"/>	<input type="text"/>

**FEE \$55.00 PER PROPERTY**

LOT AND IMPROVEMENT KNOWN AS: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS or DESCRIPTION: \_\_\_\_\_

OWNER: \_\_\_\_\_

IS CURRENT OWNER SUBJECT TO A MARYLAND INDIVIDUAL BUSINESS OR CORPORATE PERSONAL PROPERTY TAX?  
YES \_\_\_\_ NO \_\_\_\_

APPLICANT INFORMATION: HOLD FOR PICKUP: YES \_\_\_\_ NO \_\_\_\_ RELEASE TO DOT \_\_\_\_

APPLICANT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

ATTENTION: \_\_\_\_\_

CITY , STATE \_\_\_\_\_ ZIPCODE \_\_\_\_\_ PHONE # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MAKE ALL CHECKS PAYABLE TO: "DIRECTOR OF FINANCE"

MAIL ALL LEIN APPLICATIONS TO: BUREAU OF REVENUE COLLECTIONS  
LIENS UNIT  
ABEL WOLMAN MUNICIPAL BUILDING  
200 HOLLIDAY STREET, ROOM 1  
BALTIMORE, MARYLAND 21202

**NOTICE:** The request for the consolidation of multiple real property accounts **WILL NOT BE PROCESSED** until all taxes and other liens are paid. A return check charge of \$30.00 will be assessed on each bill which is paid with a check that is returned by the bank or other financial institution on which it is drawn.

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