

3. If the property is a lot within a subdivided tract, the lot and block designation, or in Baltimore City, the current land record block number;

4. If the property is part of a tract that has been subdivided informally and there is neither an assigned tax account identification number for the parcel nor a lot and block designation, then the street address, if any, or the amount of acreage; or

5. If the property consists of multiple parcels, the designation "various lots of ground" or the abbreviation "VAR. L.O.G.";

(ii) Name each grantor, donor, mortgagor, and assignor and each grantee, donee, mortgagee, and assignee;

(iii) State the type of instrument;

(iv) State the amount of consideration payable, including the amount of any mortgage or deed of trust indebtedness assumed, or the principal amount of debt secured;

(v) State the amount of recording charges due, including the land records surcharge and any transfer and recordation taxes;

(vi) Identify, by citation or explanation, each claimed exemption from recording taxes;

(vii) For an instrument effecting a change in ownership, state a tax bill mailing address; and

(viii) Indicate the person to whom the instrument is to be returned.

(4) An intake sheet may request any other information that the Administrative Office of the Courts considers necessary in expediting transfers of property or recording and indexing of instruments.

(5) A clerk may not charge any fee for recording an intake sheet.

(6) A clerk may not refuse to record an instrument THAT DOES NOT EFFECT A CHANGE OF OWNERSHIP ON THE ASSESSMENT BOOKS SOLELY because it is not accompanied by an intake sheet [or because it is accompanied by an intake sheet not completed as required by paragraph (3) of this subsection].

(7) A CLERK MAY REFUSE TO RECORD A DEED OR INSTRUMENT THAT EFFECTS A CHANGE OF OWNERSHIP ON THE ASSESSMENT ROLLS IF THE INSTRUMENT IS NOT ACCOMPANIED BY ~~AN~~ A COMPLETE INTAKE SHEET OR ENDORSED AS TRANSFERRED ON THE ASSESSMENT BOOKS BY THE ASSESSMENT OFFICE FOR THE COUNTY WHERE THE PROPERTY IS LOCATED.

(8) (I) IF A DEED OR OTHER INSTRUMENT THAT EFFECTS A CHANGE IN OWNERSHIP IS SUBMITTED FOR TRANSFER ON THE ASSESSMENT BOOKS WITHOUT AN INTAKE SHEET, THE PERSON OFFERING THE DEED OR OTHER INSTRUMENT SHALL MAIL OR DELIVER TO THE PERSON HAVING CHARGE OF THE ASSESSMENT BOOKS THE INFORMATION REQUIRED ON THE INTAKE SHEET.