

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 ~~HELPFUL~~ 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 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) (I) AN INTAKE SHEET SHALL BE RECORDED IMMEDIATELY AFTER THE INSTRUMENT IT ACCOMPANIES.

(II) THE INTAKE SHEET IS NOT PART OF THE INSTRUMENT AND DOES NOT CONSTITUTE CONSTRUCTIVE NOTICE AS TO THE CONTENTS OF THE INSTRUMENT.