

**TREASURY DIVISION**  
**APPLICATION FOR CERTIFICATE OF TAX LIENS AND OTHER CHARGES**

**FEE: \$20.00**

- Make checks payable to Charles County Government

**Instructions:**

1. Print or type legibly
2. Original Tax Lien Certificate is required.
3. There is a \$20.00 fee for each individual Lien Certificate. (The fee is due at the time of recording and must be along with the completed Lien Certificate.)
4. Each property number needs its own individual Tax Lien Certificate filled out.
5. This office is not responsible for errors due to improper or incomplete description or account number. Please write in the spaces provided the exact information as recorded on the books of the Supervisor of Assessments. Prepare a separate application for each property that is separately assessed.
6. You can either mail, drop off or fax the Lien Certificate in. (Please make sure to check the appropriate box indicated on the right side of whether it is to be held for pick up, mailed, faxed or emailed)

**Mail To:** Charles County Treasury Division  
P.O. Box 2607  
La Plata, MD 20646  
**OR** **Fax:** (301) 645-0704

**OR** **Return To:** Charles County Treasury Division  
Charles County Government Building  
200 Baltimore Street, Room 148  
La Plata, MD 20646

Current Real Property Number: \_\_\_\_\_

Name of Current Owner: \_\_\_\_\_

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

Expected date of settlement: \_\_\_\_\_

APPLICATION IS HEREBY MADE FOR A CERTIFICATE OF THE STATUS OF LIENS ON THE DESCRIBED PROPERTY

Name of Applicant: \_\_\_\_\_

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

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

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

Hold for Pick Up

Mail

Fax/Email

Signature: \_\_\_\_\_

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

**FOR OFFICE USE ONLY**

PROPERTY NUMBER: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_

REAL ESTATE TAX: Full Year \_\_\_\_\_

1<sup>st</sup> installment: \_\_\_\_\_

2<sup>nd</sup> installment: \_\_\_\_\_

**IF CHECKED, PLEASE CONTACT APPROPRIATE OFFICE:**

Town of Indian Head (301) 743-5511

Town of La Plata (301) 934-8421

State Department of Assessment & Taxation (301) 932-2440

Water/Sewer: Final Reading **(301) 645-0624**

OR FINAL DUE: \_\_\_\_\_

Nuisance Fee (301) 396-5821

Special Well Assessments (301) 645-0685

House Keys for Employees (301) 645-0568

SELP/Housing Loans (301) 934-9305

Deed Specialist Initials: \_\_\_\_\_