

**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 recoding 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 **OR** **Return To:** Charles County Treasury Division
P.O. Box 2607 Charles County Government Building
La Plata, MD 20646 200 Baltimore Street, Room 148
OR **Fax:** (301) 645-0704 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 _____ 1st installment: _____ 2nd 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: _____

Deed Specialist Initials: _____