



**Tax Certification Request Form:**

Address of property: \_\_\_\_\_

Tax Identification number: 02-\_\_\_\_\_

Type of transaction:

\_\_\_\_\_ sale\*\* (date of settlement: \_\_\_\_\_)      \_\_\_\_\_ adding/removing name

\_\_\_\_\_ estate conveyance      \_\_\_\_\_ confirmatory deed      \_\_\_\_\_ refinance

\_\_\_\_\_ other (explain) \_\_\_\_\_

(\*\*If this property is being sold or is in foreclosure, a final water and sewer reading must be obtained prior to settlement or deed recordation – 410 272-1600, X204.)

**All outstanding water/sewer charges and real estate taxes must be paid prior to issuance of the tax certification. SEPARATE CHECKS PLEASE FOR WATER/SEWER, TAXES AND TAX CERTIFICATION FEE, MADE PAYABLE TO THE CITY OF ABERDEEN.**

Requester Information:

Company: \_\_\_\_\_

Contact: \_\_\_\_\_

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

Fax number: \_\_\_\_\_

Please return this form with payment of any outstanding charges and the required \$20.00 tax certification fee to:

City of Aberdeen  
ATTN: Penny Crothers, Tax Admin.  
60 N. Parke Street  
Aberdeen, MD 21001