

**Town of Port Deposit**

64 S. Main Street  
Port Deposit, MD 21904  
410.378.2121  
www.portdeposit.org

**Wayne Tome, Jr.**

Mayor

**Vicky Rinkerman**

Town Administrator

**Patti Gray**

Treasurer

**TOWN OF PORT DEPOSIT  
CHANGE OF PROPERTY OWNERSHIP FORM**

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

This information shall be provided to the town prior to the deed being stamped for recordation.

This form shall determine if a certificate of occupancy or change of use is required when there has been a change in property ownership. An application shall be provided when any building or property, or both, is created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure changed or improvements made, OR when a building or property will be leased for residential or commercial use to determine if permits and/or a certificate of occupancy or change of use is required from the Cecil County Permits and Inspections Department of Cecil County Government.

Subject Property Address: \_\_\_\_\_ Town Zoning District \_\_\_\_\_

Property is the primary residence for the owner (as per SDAT):  Yes  No

Name New Owner: \_\_\_\_\_

Print Name

Email

Cell Phone

Owner Address if different from property: \_\_\_\_\_

If owned by LLC, Corp., Partnership

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

Print Name

Email

Cell Phone

To the best of your knowledge:

**Current Property Use:**  Residential – includes single family, duplex, condominium, or apartment(s)Residential rental(s)?  Yes  No If yes, number of units: \_\_\_\_\_Type of unit(s):  single family  duplex  apartments Commercial Both - Mixed Use – business & commercial Vacant Lot Rental Property**New Property Use:** Residential - Includes single family, duplex, condominium, or apartment(s)

If adding new apartments, how many? \_\_\_\_\_ What floor(s)? \_\_\_\_\_

 Commercial Both - Mixed Use – Commercial Floor? \_\_\_\_\_ Residential Floor(s)? \_\_\_\_\_ Vacant Lot – New Construction Planned  Yes  No Rental Property/Investment – Will the owner live on the property?  Yes  No