

### How to Obtain a Balance of Purchase Retained by the City from Tax Sale Foreclosure

1. A previous owner of the property must come to our office in room one (1) of the Municipal building at 200 Holliday Street, with a photo Identification.
2. If the previous owner has given you permission to collect the funds, then you must submit a limited power of attorney and an affidavit of verification. The affidavit should be dated, signed by you and a notary public, and contain statements confirming that the former owner is entitled to the balance of purchase, that you searched the Circuit Court docket and found no action or motion filed or pending seeking the balance, and that you will indemnify and hold harmless the City for the dollar amount of the balance. You can also search <http://casesearch.courts.state.md.us/inquiry-index.jsp> by the name of the previous owner or the property address. The web site will list the documents filed in the foreclosure.
3. If there is more than one person in title, then you must submit the same documents for each of the previous owners.
4. If the previous owner is deceased and was the only person in title, then you must submit a copy of the estate documents with the limited power of attorney and the affidavit of verification.
5. If there is more than one person in title and one or more are deceased, then you must submit the estate documents, limited power of attorney and the affidavit of verification.

\*\*We have no forms or other special requirements for the documents. The documents must be submitted in person, mailed to "Delinquent Accounts-Tax Sale, 200 Holliday Street, Room 1, Baltimore, MD 21202" or you can send the required documents to [excessfunds@baltimorecity.gov](mailto:excessfunds@baltimorecity.gov).\*\*

If you have any further questions about the tax sale properties, please feel free to contact the tax sale office at 410-396-3556.

Thank you

Tammy Hollie

Tax Sale Supervisor