



Maryland
Transportation
Authority

REAL ESTATE REQUEST FORM

REAL ESTATE SERVICES

The Real Estate Request form is for new MDTA projects. Once the completed form is received in the Real Estate Services, it will be logged, assigned to a staff member, who will respond with an estimated date of delivery. Some items can be completed within three (3) to five (5) business days. However, most items may require additional time depending on the magnitude of the request.

REQUESTOR CONTACT INFORMATION

Requestor's Name: _____
 Division: _____
 Mailing Address: _____
 Telephone: _____ Facsimile: _____
 Email Address: _____
 Request Date: _____
 Delivery Options: Fax Email US Mail Overnight C.O.D. Pick Up
 Requestor's Signature: _____

RECORDS REQUESTED

Check all that apply.

<input type="checkbox"/> Agreement	<input type="checkbox"/> Environmental Report	<input type="checkbox"/> Maps	<input type="checkbox"/> ROW Plat
<input type="checkbox"/> Air Rights	<input type="checkbox"/> Inspection	<input type="checkbox"/> Permit*	<input type="checkbox"/> Site Drawing
<input type="checkbox"/> Appraisal Report	<input type="checkbox"/> Lease	<input type="checkbox"/> Plans	<input type="checkbox"/> Survey
<input type="checkbox"/> Deed	<input type="checkbox"/> Legal Description	<input type="checkbox"/> Research	<input type="checkbox"/> Tax Map
<input type="checkbox"/> Easement	<input type="checkbox"/> License	<input type="checkbox"/> ROW Option	<input type="checkbox"/> Title Report

*Most MDTA (Reality) Permits require Owner/Subcontractor Authorization forms.

SITE INFORMATION

Site Name: _____
 Site Address: _____
 Tax Account Number: _____
 Tax _____ Map _____ Block _____ Lot _____ Parcel _____:

ROW Plat Nos.: _____

Highway or Interstate: _____

Cross Street: _____

Please attach copies of anything that will aid in research and document preparation, such as deeds, easements, agreements, legal descriptions, maps, plats, plans, aerial views, drawings, or photographs.

Please describe in detail the area affected by the records or research requested, including roads, waterways, mile markers, and/or distances. Give as much information as possible:

SUBMIT TO

Maryland Transportation Authority
Real Estate Services
Division of Planning and Program Development
2310 Broening Highway
Baltimore, Maryland 21224

Telephone: 410-537-7895
Facsimile: 410-537-7899