

PURCHASING COUNTY-OWNED SURPLUS REAL PROPERTY FROM THE COMMISSIONERS OF ST. MARY'S COUNTY

Frequently Asked Questions

- Who do I contact?
 - Contact Brandy McKelvey, Paralegal, St. Mary's County Attorney's Office at (301) 475-4200 ext. 1702 or brandy.mckelvey@stmaryscountymd.gov.
- What is the process?
 - Brandy will provide you with the list of properties and an application.
 - Return the completed application via either e-mail or regular mail, as follows:
 - Brandy.mckelvey@stmaryscountymd.gov
 - St. Mary's County Attorney's Office
Attn: Brandy McKelvey
PO Box 653
Leonardtown MD 20650
 - Once the application is processed, you will receive a letter detailing the payments due and the next steps. Three (3) separate payments will be required (as detailed below).
 - Once payment is received, a quit claim deed will be forwarded to Commissioner President for signature. Once received, our office will take care of processing the deed for recording.
 - Once the quit claim deed is recorded, the original will be mailed to you, or held for pick-up, whichever you prefer, along with a receipt for taxes paid through the current tax year. Future tax bills will be mailed to you at the address you provide.
- How do I make payment?
 - Certified funds are required for the payment of the purchase price to the Commissioners (such as cashier's check, money order, or cash). The cashier's check or money order should be made payable to "**Commissioners of St. Mary's County.**"
 - Taxes due at the time of purchase are paid via any form of payment, except electronic payment, made payable to "**St. Mary's County Treasurer.**"
 - Recording fees due at the time of purchase are paid via any form of payment, except electronic payment, made payable to "**Clerk of the Circuit Court.**"
- How do I find out more about the properties?
 - The Commissioners of St. Mary's County do not have the surplus properties surveyed or appraised; and why they are sold as quit claim deeds. Our office is not

aware if the properties can be developed, if they pass a perc test, or what other purposes you may use the land for. The following resources can be used to obtain further information:

- Assessment information on the State website can be found here: <http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>
- To locate the property on an aerial view, you can access the County's GIS map here, or you can access the map through the map link on the list of properties:
<https://stmarysmd.maps.arcgis.com/apps/webappviewer/index.html?id=f0010a9a5db04695b37c39c033c33edb>. If you click in the search box in the upper-left corner, you can type in the tax account number for the property you are looking for. Be sure to enter the number with "19" in front of the 8-digit account number and omit any dashes.
- To see if a property has a passing perc test, please contact the St. Mary's County Health Department – Environmental Health at (301) 475-4330.
- To inquire how you can use the land, permits, etc., please contact the St. Mary's County Land Use & Growth Management Department at (301) 475-4200 and follow the prompts.