Rio Vista Community Association, Inc.
Post Office Box 254
Saint Michaels, MD 21663

QUAF _____

RVCA Quitclaim Application Form (QUAF)

The Rio Vista Community Association (RVCA) provides the following requirements, terms and conditions, and checklist for the Quitclaim Application Form (QUAF.) The QUAF applies only for the properties in RVCA that abut paper street Calvert Avenue who wish to obtain a Quitclaim Deed.* Please.return.this.Quitclaim.Application.Form.(QUAF).and.the.required.documentation.as.attachments.to RVCAInformation@gmail.com. Before you begin, it is highly recommended property owners review the **Paper Street Quitclaim Process Flowchart** for details of the process.

Please complete the information below. **All items below are required (or marked as N/A):**

Co-Owner 1		**Legal or Title Counsel**	
Co-Owner 1 Email:		Contact Name	
Co-Owner 2		Address	
Co-Owner 2 Email:		City/State/ZIP	
RVCA Property Address		Phone	
Mailing Address		Email	
Mailing City/State/ZIP			
Phone			
Section / Lot			

REQUIREMENTS:

1. This process to obtain a quitclaim deed applies *only* to owners of lots abutting Calvert Avenue (Paper Street). To see a copy of the portion of Rio Vista plat showing the Calvert Avenue Paper Street, click **HERE**.
2. Applicants must be current with all RVCA fees and submit a $100 Application Fee with their Quitclaim Application Form (QUAF).
3. The QUAF must include the following attachments:
   a. A readable copy of the Deed by which the owner(s) acquired title to the property.
   b. A readable copy of the plat *prepared by a Maryland registered property line surveyor* that depicts the lot in question, adjoining properties and the portion of the paper street they are proposing to add to their deed.
      i. The plat must be Letter (8.5" x 11") or Legal (8.5"x14") in size
      ii. The plat of survey must show/include details of the portion of the paper street to be included in the quitclaim, including the square footage and the new Building Restriction Line (BRL) which may *not* include any of the paper street -Calvert Avenue.
   c. A **signed and notarized** *RVCA Indemnification Agreement* **(Click HERE for Template)**
   d. Completed QUAF with $100 Application Fee and any outstanding RVCA Fees
4. It is highly recommended that Owners employ professional counsel (from a licensed Maryland attorney or a title company) to prepare the Quitclaim Deed and record it with Talbot County Land Records. The Association reserves the right to submit those documents to the Association's Counsel or Title Company for legal or title review. The expenses of that review, not to exceed $550.00 will be paid by the Owner,
   a. In lieu of employing legal counsel, Eastern Shore Title has agreed to prepare the quitclaim deed for the applicant and record it with Talbot County for a fee of $550. They will require the items outlined in #3 above (except for the Indemnification Agreement). If this option is selected, after approval by RVCA, the package including the RVCA approval letter should be submitted to:
      i. Lori McDonald, Eastern Shore Title (lmcdonald@easternshoretitlecom)
      ii. Phone 410-820-4426 Extension 317. 114 N. West Street, Easton, MD 21601

TERMS & CONDITIONS:

1. Owner(s) understand and agree that the Quitclaim Deed is subject to the following terms and conditions:
   a. A quitclaim deed **does provide the grantee (owner(s)) exclusive use** of the property being quitclaimed.
   b. **All Rio Vista lot owners have a right to use the paper street**, even if there is a quitclaim deed conveying a portion of that street.
   c. The quitclaim owner **cannot build on that portion, nor can they obstruct usage by other lot owners.** All Rio Vista property owners have the right to traverse the paper streets shown on the subdivision plat, regardless of whether the Community Association has quitclaimed its interest.
   d. All Rio Vista covenants, Deed restrictions and By-Laws apply to any additional acreage obtained by this process.
   e. **The Quitclaim area is not buildable**, nor may any fencing or structure that restricts access be constructed.

QUAF CHECKLIST

- ☐ **Readable copy of the original DEED by which owner(s) acquired title to the property**
- ☐ **Readable copy of the Plat prepared by a MD registered property line surveyor** ☐ Letter size or ☐ Legal size ☐ BRL shown
- ☐ **Signed and Notarized RVCA Indemnification Agreement**
- ☐ **Application Fee - $100 mailed to address above** plus ☐ **Current with, RVCA Fees (Annual and Reserve Assessment Fees)**

We?.the.undersigned?.submit.the.requested.documents.and.agree.to.the.terms.and.conditions.for.a.Quitclaim.Deed.for.our.property¿

Signature Co-Owner: _____ Date:_____

Signature Co-Owner: _____ Date:_____

For Association Use Only
☐ Dues Current ☐ Dues NOT Current (payment of $_____ included)
☐ $100 Application Fee Received Date: _____ Paid by:_____
☐ Revised Deed Attached ☐ Revised Plat with required Information
☐ RVCA Indemnification Agreement (Signed and Notarized) ☐ Other:_____ _____

ACTIONS TAKEN: ☐ Letters to contiguous Neighbors by Board: Date Sent: _____

☐ **APPROVAL LETTER SENT** _____ **BY:** _____**DATE:** _____

☐ **Other Attachments/Communications:** _____