



Rio Vista Community Association, Inc.

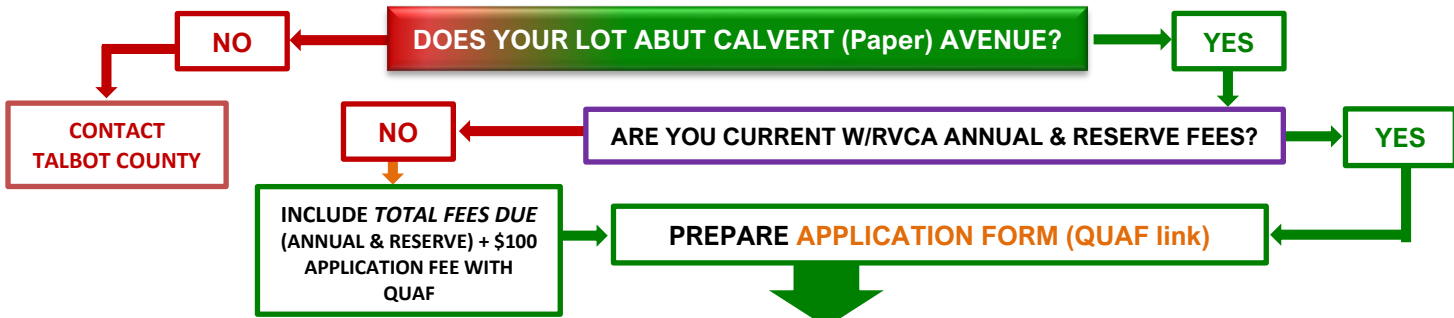
P.O. Box 254

St. Michael's MD 21663

A Deed Restricted Community - Incorporated in 1954

Paper (Calvert) Street Quitclaim Process Flowchart

Can I Submit a Quitclaim Application Form (QUAF)?



APPLICATION (QUAF) REQUIREMENTS

1. A readable copy of the Deed by which the owner acquired title to the property
2. 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
 - a. The plat must be Letter (8.5" x 11") or Legal (8.5"x14") in size
 - b. The plat of survey must show/include details of the portion of the Paper (Calvert Avenue) Street to be included in the quitclaim including the square footage and the new Building Restriction Line (BRL) may *not* include any of the Paper (Calvert Avenue) Street.
3. A signed and notarized RVCA Indemnification Agreement
4. Completed QUAF with \$100 Application Fee (All RVCA Fees must be current)
5. Submit this package with the Application Form (QUAF) to the Quitclaim Review Committee (QRC)

Note: 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. RVCA reserves the right to submit documents to the Association's counsel for review. Cost not to exceed \$550 to be paid by the Owner(s)

RVCA REVIEW

- Verify that the submitted package contains all REQUIRED documents, listed above
- Verify that all RVCA Fees are current + \$100 Application Fee has been paid

RVCA contacts Owner(s) to advise package is incomplete or Fees are owed to complete the process

Fees are paid and/or missing documents submitted to complete the process

- RVCA sends written notices to contiguous neighbors of the subject property
 - After 30 days from the mailing date of the notices, the Quitclaim Review Committee (QRC) will review the Application Package to insure that it is complete.
- An Approval Letter is sent by the QRC to the Owner(s) requesting the quitclaim. Owners will provide this letter to entity preparing the Quitclaim Deed.

Owner(s) have two options for preparation of the Quitclaim Deed and recordation with Talbot County Land Records Office

OPTION A: OWNER(S) RETAIN LEGAL COUNSEL

- Retain licensed Maryland Attorney to review documents (current Deed & plat)
- Counsel prepares Quitclaim Deed
- Counsel records Deed with Talbot County Land Records Office
- Counsel provides proof of recordation to owner(s)

OPTION B: EASTERN SHORE TITLE (ES-Title)

- Retain ES-Title to review documents (current Deed & plat)
- ES-Title fee is \$550 plus recording and any applicable government fees
- ES-Title prepares the Quitclaim Deed
- ES-Title records Deed with Talbot County Land Records Office
- ES-Title provides proof of recordation to Owner(s)

Legal counsel or Eastern Shore Title contacts RVCA to sign & notarize Quitclaim Deed

THE QUITCLAIM PROCESS & RECORDATION IS COMPLETE WHEN:

- Quitclaim Deed is filed, Owner(s) provide proof of the recordation to RVCA via email (RVCAInformation@gmail.com) or Mail to (Rio Vista Community Association, Box 254, St. Michaels, MD 21663)
- RVCA documents the quitclaim additional square footage to Owner(s) records in the RVCA database
- RVCA publishes the address of the Quitclaim Deed in the next issue of the Nav-Light