

Deed Transfer Process – (Temporary during CORONAVIRUS State of Emergency)

All customers needing a deed transfer review by the City of Salisbury are requested to follow these procedures:

1. Contact staff to inquire as to outstanding debts and request final water reading - Kay Lundy and/or Cheryl Carpenter at:
 - a. EMAIL PRIMARY: klundy@salisbury.md, ccarpenter@salisbury.md
 - b. PHONE SECONDARY: 410-677-1920 x1113, x1114
 - c. Telewire is actively working on forwarding these extensions to remote locations
2. Customer delivers original documents for deed transfer to GOB Security staff
 - a. Leave the documents with the security guard with instructions to hold for DID Surveyor for pick up
 - b. All documents and payments should be in a sealed envelope to ensure integrity of the documents
 - c. Payment must be in check form **and not cash**
 - d. Must include contact information in case DID surveyor has questions
 - e. Packet will be inspected for accuracy and completeness. The review includes but is not limited to:
 - i. DID Stamp
 - ii. Intake Sheet
 - iii. Salisbury Affidavit
 - iv. Other related deed transfer information
 - f. The finance representative will verify all debts are satisfied
 - g. Upon approval, the City Finance representative will stamp the deed, deliver the packet to Wicomico County Finance and notify customer
 - h. The County's finance representative will review for accuracy and stamps the deed (original document) if approved. Once the steps above are completed, County's personnel takes the deed ready to be recorded to the Clerk's office and drop it off at the drop box

City Finance Contacts:

Kay Lundy	Revenue Clerk III	410-677-1920 x1113	Klundy@salisbury.md
Cheryl Carpenter	Accounts Payable Clerk III	410-677-1920 x1114	ccarpenter@salisbury.md
Olga Butar	Assistant Director Finance	410-548-3110 x1117	obutar@salisbury.md
Keith Cordrey	Director of Finance	410-548-3110 x1119	kcordrey@salisbury.md

DID Contacts:

Les Sherrill	City Surveyor	410-548-3170 x1206	isherrill@salisbury.md
Bev Tull	Permit Coordinator	410-548-3170 x1318	btull@salisbury.md
Amanda Pollack	Director DID	410-548-3170 x1203	apollack@salisbury.md