

Date: _____

To: **Howard County Department of Public Works**
Real Estate Services Division
3430 Court House Drive
Ellicott City, Maryland 21043
Phone No. 410-313-4419 or 410-313-0588

RE: **Project No.** _____

Project Name: _____

Dear: **Developer Team**

The following is in response to your letter dated _____.

1. The fee simple Owner** of the property is _____
↳ Signor: _____

2. The completed and signed Information Sheets are attached: Yes No

3. Title Report: (**Check one:**)

Report was previously submitted. Report is attached. Report is forthcoming.
 Other/Explain: _____

5. A Contract of Sale** and/or Lease is applicable. Yes No
(Attach if applicable)

6. A Preservation checklist is applicable. Yes No
(Attach if applicable)

**The above responses are used to prepare legal documents; any revisions to the documents after they are prepared, and based off of the above information, will be charged \$400 per agreement, up to \$1,600.00.

I solemnly declare and affirm under the penalties of perjury that the information contained within and attached hereto is true, correct and complete.

Sincerely,

Signature