



FREDERICK COUNTY TREASURY DEPARTMENT
30 N. MARKET STREET
FREDERICK, MD 21701
301-600-1111
treasuryquestions@frederickcountymd.gov

THIRD PARTY NOTIFICATION FOR REAL PROPERTY TAXES FACT SHEET

Due Date: June 1 before the tax year that begins July 1

DEAR TAXPAYER:

If you are a senior citizen, aged 65 years or older, or if you have a physical or developmental disability, this is your opportunity to participate in a pilot program, where you may designate an adult third party to receive copies of your real estate tax bills, including any notices of unpaid taxes on your **principal residence**.

Frederick County is pleased to offer the benefits of the third party notification program to eligible taxpayers free of charge. Although you can apply any time during the year, you must allow at least 30 days for the application to be processed.

In order to request that duplicate tax bills be mailed to third party designees in time for the annual July 1 real estate tax billing period, eligible property owners must file a complete application by the preceding June 1.

For more details, please refer to the eligibility requirements and follow the application instructions provided below.

WHO IS ELIGIBLE?

Owners of residential real property that is used as their principal residence, who are either:

- a) at least 65 years of age, or
- b) disabled by a physical or mental impairment which substantially limits one or more of their major life activities.

WHEN MUST I APPLY?

You can apply any time during the year, but allow 30 days for the application to be processed. However, if you would like a third party to receive a copy of the July 1 Real Estate Taxes and Fees bill, please make certain to file your application by June 1.

WHOM MAY I CHOOSE AS MY THIRD PARTY DESIGNEE?

Any adult who consents to your designation, such as a friend or relative.

HOW DOES A THIRD PARTY DESIGNEE SHOW CONSENT?

By signing your application form in the appropriate blank.

MUST I APPLY EACH YEAR?

No. Once you apply, the duplicate bills/notices will be sent to your designee unless you advise the Treasury Department that the practice should stop.

If the information relating to your third party designee changes, you will need to complete a new application and submit to the Treasury Department.

HOW DO I APPLY?

Complete the Application for Third Party Notification of Real Property Taxes and mail it to the following:

Frederick County Treasury Department
30 N. Market Street
Frederick, MD 21701

The application can also be emailed to:
treasuryquestions@frederickcountymd.gov.

ARE THERE FINANCIAL RISKS INVOLVED IN AGREEING TO BE A THIRD PARTY DESIGNEE?

No. The third party designee is under no legal obligation with respect to the bill or notice.