

**Application for Certificate of  
Full or Partial Exemption**  
For the sale of real property or associated personal property  
in Maryland by nonresident individuals and entities.

DO NOT WRITE OR STAPLE  
IN THIS SPACE

Required Schedule for Relocation exemption. If you are selling your house as part of a relocation package, then you must complete this schedule and attach it to your MW506AE.

1. Specific Instructions for Relocated Sellers as it relates to the MW506AE Form:
  - a. Complete only the top section of page 1 of the MW506AE
  - b. Date of Closing or Signing (whichever is earlier) – please write RELO here
  - c. Calculation of Tentative Exemption – Required – please leave this entire section BLANK. This addendum replaces that information.
2. Please complete the below information as it pertains to the house you intend to sell. These items must be completed in place of items 1-10 on the MW506AE form. Please note that lines b. – d. may be rounded estimates to the nearest \$100.
  - a. Original Purchase Price: .....\$ \_\_\_\_\_
  - b. Settlement Expenses for relocation sale: .....\$ \_\_\_\_\_
  - c. Capital Improvements to be completed prior to sale: .....\$ \_\_\_\_\_
  - d. Outstanding Mortgage Balance(s): .....\$ \_\_\_\_\_
  - e. Sales Price for sale to Relocation Mgmt Co.  
(attach signed contract, agreement, or equity statement): .....\$ \_\_\_\_\_

3. Have you ever filed income tax returns with the Comptroller of Maryland as a resident of Maryland (i.e. Form 502)?

Yes     No

If yes, for which years: \_\_\_\_\_ (Ex. 2008-2018). This information will be verified with Comptroller records.

If no, in which state did you file a resident income tax return for the last taxable year? \_\_\_\_\_

Authorization for future contact. In order to resolve this matter when the home sells, we need authorization to communicate with the relocation company and/or the settlement agent about this sale. Please review and complete with each person authorized to discuss this matter when the home goes to settlement.

I authorize the following person(s) to communicate with the Comptroller's Office staff regarding the nonresident withholding exemption. This authorization is to discuss matters or issues surrounding the sale of the home located on page 1 of the MW506AE and Maryland nonresident withholding.

Relocation Management Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email address: \_\_\_\_\_

Settlement Agent (Company Name): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Contact Email address: \_\_\_\_\_

**Please attach schedule for additional people.**

Any exemption provided for this situation will be based on the information provided on the submitted MW506AE and the MW506AE-RELO. A decision will be made based on the information provided and the decision is final and not subject to appeal.

Once the home goes under contract, the relocation company or settlement agent will contact the Comptroller's Office for issuance of the certificate. This request should be done via email to NRShelp@marylandtaxes.gov, but may also be done via mail to PO Box 2031, Attn: Exemption Requests, Annapolis, MD 21404. The request must include the seller's or sellers' names, property address, closing date, and a copy of the final contract price. The contract price may be documented by a preliminary settlement sheet, or relevant page(s) of the ratified contract.

Please sign below:

\_\_\_\_\_  
Owner name

\_\_\_\_\_  
Owner Name