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TO: Councillor Ryan O'Malley

CC: Honorable Malden City Council
Zaheer Samee, Assistant City Solicitor

FROM: Alicia A. McNeil, City Solicitor

DATE: 13, May 2024

RE: Acceptance of a Gift of Real Estate – 0 Canal Street Property

You have requested that the Legal Department provide you with the steps necessary for the City to accept gifted real estate that is valued under \$30,000; in particular, 0 Canal Street from 35 Green Street LLC d/b/a Hoffs Bakery. Below are the general steps.¹

REAL ESTATE ACQUISITION - GIFT

1. Prepare a Transfer Agreement.
2. Title Examination to ensure clean title, including no mortgage on property.
3. Survey (optional).
4. Check zoning for use.
5. Check for 21E issues (environmental).
6. Prepare or review draft deed.
7. Secure MLC from Treasurer to ensure there are no outstanding taxes.
8. Vote to accept the Property and authorize the Mayor to endorse appropriate documents.
9. Record the deed at the Middlesex Registry of Deeds.

As you know, there was an environmental assessment conducted on the property, and the draft deed has been prepared by my office.

Kindly let me know if you have any additional questions.

¹ These steps are generalized and may change depending on specific circumstances.