



**Council Bill 21-0042**

**§ 16-1. Record of conveyances and contracts.**

(a) *Comptroller to [keep record book] MAINTAIN ONLINE DATABASE.*

The Comptroller shall [keep a well-bound record book, and have therein recorded]  
MAINTAIN A PUBLICLY-ACCESSIBLE ONLINE DATABASE THAT INCLUDES:

(1) all deeds and leases made to the City, or sufficient extracts from [such] THOSE  
deeds and leases [as will fully explain the same] TO FULLY IDENTIFY THE NATURE  
OF THE CITY'S INTEREST IN THE SPECIFIC PROPERTY; and [also]

(2) all contracts and agreements made in relation to the property of the City.

[(b) *Form.*]

[The records in said record book to be written on every other page, so that the page  
opposite the record may be left blank for any remarks that may be necessary to be made in  
regard to the disposition of said property.]

(B) *SEARCHABLE INDEX* [(c) *Index.*]

The [said record book] DATABASE REQUIRED BY THIS SECTION shall [also have an  
alphabetical index made] BE SEARCHABLE for [more] easy reference to [said] the deeds,  
leases, contracts, and agreements WITHIN THE DATABASE.

**§ 16-2. Comprehensive inventory required.**

(a) *Comptroller and Director of Finance to maintain.*

The Comptroller and the Director of Finance must maintain jointly a comprehensive  
inventory of City-owned real property, which must be updated quarterly to reflect  
acquisitions and dispositions.

(b) *Information required.*

For each parcel of property, the inventory must provide the following information:

(1) a street address or, if there is no street address, a description sufficient to identify  
the location of the property;

(2) the date when the City acquired or took possession of the property;

(3) the purchase price paid by the City;

(4) the name of the grantor; and

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1 (5) an estimate of the ~~FAIR~~ market value of the property, which must be updated every  
2 3 years.

3 (c) *Agencies to cooperate.*

4 All City agencies that own, acquire, or dispose of real property must comply with  
5 requests of the Comptroller and the Director of Finance in maintaining the inventory.

6 (d) *Inventory open to public inspection.*

7 The inventory must be [kept in the office of the Comptroller and must be open] POSTED  
8 ONLINE FOR PUBLIC INSPECTION [during regular office hours].

### 9 Article 28. Taxes

#### 10 Subtitle 8. Tax Sales

#### 11 § 8-2. Tax deeds copied, recorded.

12 [It shall be the duty of the] THE Comptroller of the City SHALL, [upon receiving] ON RECEIPT  
13 OF a deed from the Director of Finance of any property purchased by the City of Baltimore at  
14 any sale for taxes:

15 (1) [to] have [said] THE deed:

16 (i) [copied into a book kept in his office for the purpose] SCANNED  
17 ELECTRONICALLY INTO THE DATABASE REQUIRED BY CITY CODE, ARTICLE 5,  
18 § 16-1 {"RECORD OF CONVEYANCES AND CONTRACTS"}; and

19 (ii) [also] duly recorded among the land records in the Clerk's office of the  
20 Circuit Court for Baltimore City; and

21 (2) when recorded, [to {keep and file}] RETAIN the original deed in the Comptroller's  
22 office.

23 **SECTION 2. AND BE IT FURTHER ORDAINED**, That the catchlines contained in this Ordinance  
24 are not law and may not be considered to have been enacted as a part of this or any prior  
25 Ordinance.

26 **SECTION 3. AND BE IT FURTHER ORDAINED**, That this Ordinance takes effect on the 180<sup>th</sup>  
27 day after the date it is enacted.

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Certified as duly passed this 17 day of May, 2021



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President, Baltimore City Council

Certified as duly delivered to His Honor, the Mayor,  
this 17 day of May, 2021

  
Chief Clerk

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Mayor, Baltimore City