

**Mendenhall Cemeteries Association  
Policy and Procedures**

**Donated plots/grave-sites**

**Background:**

Plot owners have questioned if they can donate unused plots/grave-sites to MCA to be used at the discretion of the association. The purpose of this policy is to clarify the position of MCA relative to these donations and clearly state the appropriate procedure for handling.

**Type of Donations:**

1. Deed on File (*Type 1*): the deed is recorded in the chancery clerk office and evidence is presented thereof.
  
2. No Deed on File (*Type 2*): there is no identified recorded deed in chancery clerk office.

**Handling *Type 1* (deed on file).**

1. MCA may accept the donation with a quick-claim deed.
2. MCA may give donor a letter of acceptance for their tax records.
3. MCA may resell the plot/site with a quick-claim deed.

**Handling *Type 2* (no deed on file).**

1. With a donor disclosure statement as to the background of the *Type 2*, MCA may accept the donation with a quick-claim deed.
2. MCA may give donor a letter of acceptance, but adding a statement of the donor's disclosure, and attaching a copy of the donor disclosure statement.
3. MCA may resell the plot/site with a quick-claim deed, but must add full-disclosure statement as to no deed on file and attaching a copy of the donor disclosure statement.

Effective Date: 7/20/2021