City of Opelika Cemetery Deed Transaction Form

The use of this form is only for Duplicate Deed Copies, Transfers of Ownership, and Re-issuance of Revised Deeds.

Request for (check applicable boxes):

[ ] Duplicate copy of deed
[ ] Transfer of ownership
[ ] Re-issuance of revised deed to owner

Buyer’s or Petitioner’s Name:__________________________________

Petitioner’s Relationship to Lot Owner:__________________________________________________

Address:_________________________________________________________________________

Phone (Day):________________________________(Evening):_______________________

Petitioner’s Signature____________________________________ Date ____________________

PLOT IDENTIFICATION

[ ] Evergreen Cemetery  Block/Section :__________________________
[ ] Old Rosemere Cemetery Lot:______________________________
[ ] New Rosemere Cemetery  Space(s):_________________________
[ ] Garden Hill Cemetery  Lot Owner’s Name _____________________

Depending on the circumstances of the transfer, one or more of the following may be required.

1. A certified copy of a will bequesting the lot(s) and death certificate if applicable and/or the original deed or a previously issued duplicate copy.

2. Proof of identity (etc. Administrator of the estate or the family attorney, must be notarized).

3. A release statement signed by all possible heirs to the lot(s) or proof that you are the sole heir. This statement(s) must be notarized and must state “only surviving heir(s).”

4. Bill of sale if the lot(s) or spaces in the lot(s) are to be given to other than the petitioner. Bill of sale must include Seller’s name, address and phone number and Buyer’s name, address and phone number, date and amount. MUST BE NOTARIZED.

5. If original lot owner is under spouse’s name then marriage certificate will be required to establish relationship.