



Revenue Department
City of Opelika
204 South Seventh Street
Opelika, Alabama 36801
(334)705-5160 or
(334)705-5162
Fax: (334) 705-5163

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 bequeathing 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.