

# Stafford Memorial Park

## POLICY OF INSTRUCTIONS FOR TRANSFER (legally referred to as "Assignment")

The Rules and Regulations of Stafford Memorial Park govern the Assignment of any Interment/Burial Right(s), Merchandise and/or Service(s) to a third-party recipient.

The following rules, regulations and instructions must be followed for the assignment to be legally valid.

Upon completion of all applicable requirements, as listed below, Stafford Memorial Park will record the new owner(s) in the official records of Stafford Memorial Park, maintain the originals of those documents in our office, and provide digital copies of the fully executed documents to the new owner for their records, via email.

### Rules & Regulations

Transferable Items:

- Interment Rights/Burial Rights (or lots) as listed on the original contract(s);
- Outer burial container/liner/vault;
- Memorials ordered but undelivered are eligible for a credit in the amount of the original purchase price, for use towards the purchase of new memorial, at current prices or the credit can be applied to the transfer fees;
- Services (i.e., memorial installation, interment fees, etc.) are eligible for a credit in the amount of the original purchase price for use towards the same services at-need only or the credit can be applied to the transfer fees. The credit cannot be applied to pre-need purchases.

Only the original purchaser(s) shall submit the transfer/assignment request;

The transfer/assignment recipient may be a person(s) or an entity (i.e. charity);

All transfer/assignment form(s) will be issued in the name of the original purchaser(s),

UNLESS

**A. If you have legally changed your name** (by marriage, divorce, court order, etc.), you must produce/provide the original certified copies of the court documents that show the change of your name, as it appears on the official records of Stafford Memorial Park, to your current legal name. All transfer/assignment documents are issued in the name(s) of the individual(s) that were the signer(s) of the original purchases. If you have multiple name changes, you will need to produce/provide the original certified copies of the court documents (i.e. marriage certificate) that show the change of your names from the legal name, as it appears on the records of Stafford Memorial Park, to each of the successive legal names you have had up to the current legal name you use on your identification cards.

**B. If the original purchaser(s) is(are) deceased**, the executor, administrator, or an heir can make the request but must provide Stafford Memorial Park with the following legal documentation to have that request completed:

1. Certified copy(ies) of the death certificate for the owner(s); and
2. A small estate affidavit must be provided by the person(s) making the request, if the items that are to be transferred/assigned are not listed specifically in the

- will (see our website for the small estate affidavit statute and example form);  
and
3. If there is an administrator or executor of the decedent's estate, they must provide a certified copy of the qualification from the court.

## Instructions for Transfer Requests

When you have determined who you want to transfer/assign your Interment/Burial Right(s), Merchandise and/or Service(s) to, please follow the instructions below.

(Note that for the purpose of this section owner=seller and recipient=buyer)

1. Seller will use the form at the bottom of the Transfer of Ownership page on our website to make the request;
2. Based on the number of transfer forms required, Stafford Memorial Park will determine the cost to prepare the forms for you based on the Transfer/Assignment Published price list and email an invoice to you for payment;
3. Once payment is made, the transfer/assignment documents will be prepared, mailed (USPS Priority), and you will receive a tracking number via email;
4. Upon receipt of the transfer/assignment forms the seller(s), must have each form:
  - a. signed and acknowledged before a witness and
  - b. notarized;
5. Buyer must then sign at the bottom of each form acknowledging the transaction;
6. Once all forms are fully executed, they MUST be returned to the Stafford Memorial Park Office for us to legally complete the transfer in the official records of the cemetery.

Once Stafford Memorial Park receives the fully executed forms, we will update our records to properly reflect the transfer/assignment and email copies of fully executed documents to the buyer(s).