

Stafford Memorial Park  
Operated by HCS Holding Company, LLC  
154 Shelton Shop Road  
Stafford, Virginia 22554

INSTRUCTIONS TO  
TRANSFER (Assign)  
MERCHANDISE and/or SERVICES

Items of merchandise and/or services are eligible for assignment as follows:

**Outer Burial container** (vault) is assignable as an Outer Burial Container of equal value; **Memorials ordered but undelivered** are assignable as a Credit Certificate in the amount of the original purchase price for use towards purchase of new memorial at current prices; **Services**, (i.e. – memorial installations and interment fees etc.), are eligible for a Credit Certificate in the amount of the original purchase price for use towards at-need services. It cannot be applied to pre-need purchases.

**IN GENERAL**

The Rules and Regulations of Stafford Memorial Park govern the Assignment of any Merchandise and/or Service. The following policy of instructions to transfer must be met for an Assignment to be valid.

Upon Completion of all applicable requirements as listed below, Stafford Memorial Park will issue Certificate(s) of Merchandise and/or Credit Certificate(s) to the new owner(s).

\*\*Please note that if you have legally changed your name (by marriage, divorce, court order etc.) you must furnish certified court documents that show the change from your name as it appears on the official records of Stafford Memorial Park to your current legal name. \*\*

**SPECIFIC REQUIREMENTS FOR DIFFERENT TYPES OF ASSIGNMENTS**

**By Sale:**

Stafford Memorial Park does not involve itself in the financial transaction between owner(s)/seller and buyer. Once the owner(s) has found a buyer they will need to:

- 1) Make a request in writing to Stafford Memorial Park for the preparation of the legal forms for assignment. Please include: the name, address and telephone number of the purchaser as well as the owner(s)/seller. Forms will be prepared and mailed to owner(s)/seller along with an invoice for the applicable fee(s) (see general price list for current fee schedule);
- 2) Owner(s)/Seller, upon receipt of the assignment forms, must have **each** form: a) signed and acknowledged before a witness and b) notarized;
- 3) Buyer is required to sign assignment form(s) only as an acknowledgement;
- 4) Completed assignment forms are to be returned to the Stafford Memorial Park Office with the invoice payment attached;
- 5) Stafford Memorial Park will prepare the new Certificate(s) of Merchandise and/or Credit Certificate(s) and mail them to the new owner(s).

**By gift, agreement or donation:**

Once owner(s) decides on the person or entity to receive their ownership interest, the owner(s) will need to:

- 1) Make a request in writing to Stafford Memorial Park for the preparation of the legal forms for assignment. Please include: the name, address and telephone number of the recipient as well as owner(s). Forms will be prepared and mailed to the owner(s) along with an invoice for the applicable fee(s) (see general price list for current fee schedule);
- 2) Owner(s)/Seller, upon receipt of the assignment form(s), must have **each** form: **a)** signed and acknowledged before a witness and **b)** notarized;
- 3) Recipient is required to sign assignment form(s) only as an acknowledgement;
- 4) Completed assignment forms are to be returned to the Stafford Memorial Park Office with the invoice payment attached;
- 5) Stafford Memorial Park will prepare the new Certificate(s) of Merchandise and/or Credit Certificate(s) and mail them to the new owner(s).

**After death of owner(s):**

Stafford Memorial Park is unable to provide any legal advice for handling estate issues. This is a guide for information we require to execute an assignment from a decedent's estate. We have listed instructions based on the two most prevalent types of estates. If neither of these are applicable, please consult an attorney.

**(A) By Will**

- 1) Executor or Executrix must:  
Make a request in writing to Stafford Memorial Park for the preparation of legal forms for assignment and submit the following with your request:
  - a) Executor or Executrix's name, address and telephone number;
  - b) a certified copy of the owner(s) death certificate;
  - d) a certified copy of the Executor or Executrix's Qualification (if no one qualifies as executor or executrix then you must follow the instructions in B);
  - e) the name, address and telephone number of the beneficiaries receiving the property from the estate;
- 2) Stafford Memorial Park will prepare and mail the assignment forms to the Executor(s) or Estate Administrator(s) together with an invoice for the applicable fee(s) (see general price list for current fee schedule);
- 3) Executor(s) or Estate Administrator(s), upon receipt of the assignment form(s) must have **each** form: **a)** signed and acknowledged before a witness and **b)** notarized;
- 4) Beneficiary is required to sign assignment form(s) only as an acknowledgement;
- 5) Completed assignment forms are to be returned to the Stafford Memorial Park Office with the invoice payment attached;
- 6) Stafford Memorial Park will prepare the new Certificate(s) of Merchandise and/or Credit Certificate(s) and mail them to the new owner(s).

**(B) Without a Will (Intestate):** Requestor must:

- 1) Make a request in writing for the issuance of new Certificate(s) of Merchandise and/or Credit Certificate(s), and submit the following with your request:
  - a) requestors name, address and phone number;
  - b) a certified copy of the owner(s) death certificate;
  - c) a properly executed and notarized Virginia Small Estate Affidavit for the deceased (A link to The Virginia Small Estate Affidavit Act Form is located on the Rules & Regulations page of our website under the title Transfers or you may copy and paste this link in your browser:  
<http://www.pwcgov.org/government/courts/circuit/documents/12874.pdf>)
- 2) An invoice for the applicable fee(s) will be sent to requestor (see general price list for current fee schedule);
- 3) Upon receipt of the invoice payment Stafford Memorial Park will prepare the new Certificate(s) of Merchandise and/or Credit Certificate(s), based on the information that appears on the Virginia Small Estate Affidavit, and mail them to the new owner(s).

**After divorce of owners:**

\*\*Please note that if you have legally changed your name (by marriage, divorce, court order etc.) you must furnish certified court documents that show the change from your name as it appears on the official records of Stafford Memorial Park to your current legal name. \*\*

**(A) With a divorce decree**

- 1) Make a request in writing for the issuance of new Certificate(s) of Merchandise and/or Credit Certificate(s), and submit the following with your request:
    - a) requestors name, address and phone number;
    - b) current addresses and phone numbers for both spouses;
    - b) a certified copy of the divorce decree that specifically identifies the disposition instructions for the cemetery property right(s);
  - 2) An invoice for the applicable fee(s) will be sent to requestor (see general price list for current fee schedule);
  - 3) Upon receipt of the invoice payment Stafford Memorial Park will prepare the new Certificate(s) of Merchandise and/or Credit Certificate(s), based on the information that appears in the divorce decree, and mail them to the new owner(s).
- (B) Without a divorce decree** (or if the interment right(s) are not specifically identified in the divorce decree), proceed with the instruction for assignment **By, gift, agreement or donation.**