

## TRANSFERS

1. When taking a call from someone who wants to transfer ownership of a grave/crypt, you should first take their name and number, then inquire as to the location of the grave/crypt. Tell them that you can call them back once you have pulled the file and researched the location.
2. Then you must ALWAYS check the land card book to confirm who owns the grave/crypt, and then pull the file and ledger before making any statement regarding ownership. The file may have some important information regarding the property that would preclude the transfer.
3. If the owner is still alive, that is the person you should be speaking with unless they are unable to communicate, and this person is speaking on their behalf. We will need Power of Attorney (POA) documents before we can continue speaking with the POA. Remember that POA ends at death, and the person must provide a Letter of Testamentary showing that they are the personal representative of the owner who is deceased. With those documents: POA if the person is still alive, or Letter of Testamentary (Personal Representative) if the person is deceased. We will also need a copy of the death certificate of the lot owner who is not buried at Mount Olivet.
4. If the person calling is neither of the above, then we will need the genealogy of the family starting from the owner and moving down laterally in each generation.
5. The process flows as such: Owner→NOK alive at the time of the owner's death (spouse, children). If there were children who preceded the owner in death, their decedents aren't in line of succession. All the living children (or their NOK) if the child died after the owner. And so on and so on. (Owner→Spouse→Children). I do have a pictorial flow chart to attach.
6. Complete an Affidavit of Heirs and Indemnification Form for all those descendants to sign & have notarized. They will also need to sign a Release of Interest Form which is essentially a quit claim deed releasing their interest in the grave/crypt to a particular person, usually for the purpose of selling the property.