



CITY OF LYNN HAVEN
DEED TRANSFER OF OWNERSHIP POLICY
CEMETERY AUTHORITY

PURPOSE

The purpose of this policy is to establish a consistent process and understanding of the Deed Transfer of Ownership process in accordance with the City of Lynn Haven Cemetery Authority.

POLICY

Cemetery property owners who wish to transfer or convey the right of interment (cemetery deed) to another person shall have the appropriate documentation(s) executed with the City of Lynn Haven, Cemetery Authority. A new Certificate of Ownership (cemetery deed) will be issued to the new owner by the City of Lynn Haven, Cemetery Authority.

The Cemetery Authority will not charge for any transfers of ownership of lots. No Certificate of Ownership (cemetery deed) transfers of ownership shall be complete or effective until the proper paperwork has been approved by the Cemetery Authority or its authorized representative. The Cemetery Authority is not liable for any sales of Certificate of Ownership (cemetery deed).

The individual(s) named in the Certificate of Ownership (cemetery deed) issues and of record will be presumed to be the owner(s) of the Certificate of Ownership (cemetery deed) unless the Cemetery Authority receives written notice to the contrary. Where a Certificate of Ownership (cemetery deed) is owned by several persons, the Cemetery Authority shall not be obligated to recognize a transfer of any such Certificate of Ownership (cemetery deed) without the written concurrence of all Owners thereof.

If an owner of the record dies without providing a written declaration or a specific devise by will, any unused interment descends to the holders of the vested Certificate of Ownership (cemetery deed).

When there are multiple owners of rights of interment, or Certificate of Ownership (cemetery deed) they may designate one or more persons to represent their interests by filing written notice with the Cemetery Authority. In the absence of such designation or a written notice objection at the time of interment, the Cemetery Authority may permit the transfer of Certificate of Ownership (cemetery deed) upon the request or direction of any co-owner without liability.

All parties involved in the transfer of a Certificate of Ownership (cemetery deed), must have proper identification (State-issued identification, driver's license, passport, or other legal identification documentation).

Each Certificate of Ownership (cemetery deed) owner must complete the deed transfer of ownership form. Each Deed Transfer of Ownership form must be notarized (Lynn Haven Resident \$0.00, Non-Residents \$10.00 for each form).



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- This is not a deed.
- Both parties must possess a government I.D./Drivers License.
- Each Current Deed owner must fill out this form.
- Must be notarized.

CURRENT DEED OWNER

First Name: _____ M.I.: _____ Last Name: _____

Email: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

WHEREAS, _____ having previously received a deed to interment space(s), from the City of Lynn Haven Cemetery Authority, do hereby transfer any and all interest to the below described interment space(s) to the new owner.

INTERMENT SPACE(S) BEING TRANSFERED

Location: **Mount Hope Cemetery** **Community Cemetery (Space #)**

BLOCK#	_____	LOT#	_____	SPACE #	_____	BLOCK#	_____	LOT#	_____	SPACE #	_____
BLOCK#	_____	LOT#	_____	SPACE #	_____	BLOCK#	_____	LOT#	_____	SPACE #	_____
BLOCK#	_____	LOT#	_____	SPACE #	_____	BLOCK#	_____	LOT#	_____	SPACE #	_____

NEW DEED OWNER

First Name: _____ M.I.: _____ Last Name: _____

Email: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

NOTARIZATION

STATE OF _____ COUNTY OF _____

BEFORE ME, the undersign, personally appeared _____, who is personally known to me or who provided a _____ as identification.

SWORN TO AND SUBSCRIBE before me, this _____ day of _____, of _____

My Commission Expires:

Notary Public Signature:

Notary Public Print Name: