



<b>Prev. Owner #</b> _____
<b>New Owner #</b> _____
<b>Counselor</b> _____

## Site Transfer Form

(This form to be used for "resales" governed by the Code of Virginia. The "resale" of cemetery sites is limited to four per year unless special exceptions are met. See Code of Va. §54.1-2312 for further explanation. Completion of a Site Transfer requires a minimum of two weeks.)

Owner(s) of Record \_\_\_\_\_ (License # \_\_\_\_\_)  
*Name(s) as Deeded* *If Applicable*

Owner(s) of Record Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_ *City* *State* *Zip*

\_\_\_\_\_ *Telephone #* *Email address*

If owner(s) of record is deceased, list all next-of-kin below. Attach additional sheet if necessary. "Ownership Certification Form" (pgs. 3 & 4 below) is also required.

Name: \_\_\_\_\_ Relationship to Owner: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Owner: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to Owner: \_\_\_\_\_

I/we (owner(s) of record) have enclosed the Certificate of Ownership to the site(s), or if I/we cannot find the Certificate of Ownership (# \_\_\_\_\_), I/we hereby state that it has been lost. I/we have enclosed the \$150.00 Transfer Fee. Fairfax Memorial Park will mail the new certificate to the new owner.

Owner of Record's initials

\_\_\_\_\_

I/we (owner(s) of record) hereby authorize the transfer of my/our sites in Section \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_, Site(s) \_\_\_\_\_ to:

New Owner(s) \_\_\_\_\_  
*Name(s) exactly as to be deeded*

New Owner(s) Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_ *City* *State* *Zip*

\_\_\_\_\_ *Telephone #* *Email address*

Upon approval of this transfer by Fairfax Memorial Park, the new owner will receive a Certificate of Ownership, evidencing such burial rights or limitations as the transferor possesses, and shall have the perpetual and exclusive right to use and occupy said premises for human burial purposes only, subject to State and Municipal laws, ordinances, and regulations and to the Rules and Regulations of Fairfax Memorial Park now and hereinafter in force. I certify that I have read, understand, and agree to abide by the current rules and regulations of the cemetery and its current general price list, as applicable.

New Owner's initials

\_\_\_\_\_

We, the undersigned hereby agree to defend and indemnify Fairfax Memorial Park, its agents and employees from any and all liability, and against any loss it or any of them may sustain in connection with the transference of this/these properties. We also understand that this transfer will not be considered "approved" until signed by all necessary parties.

\_\_\_\_\_  
Owner of Record / Heir Signature - Authorizing Transfer Date

\_\_\_\_\_  
Owner of Record / Heir Signature - Authorizing Transfer Date

State of _____ County of _____ Acknowledged before me this _____ day of _____, 20__.	_____ Signature of Notary Public Notary Public ID# _____ My Commission Expires: _____
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\_\_\_\_\_  
New Owner's Signature - Authorizing Transfer Date

\_\_\_\_\_  
New Owner's Signature - Authorizing Transfer Date

\_\_\_\_\_  
New Owner's Signature - Authorizing Transfer Date

\_\_\_\_\_  
Cemetery Representative's Signature - Finalizing Transfer Position Date

**Consumer information:**

Any inquiries may be made to:  
Michael H. Doherty, President of Fairfax Memorial Park  
9900 Braddock Road, Fairfax, Virginia 22032-1903  
Phone: (703) 323-5202.

The Virginia Cemetery Board is the regulatory agency that handles consumer complaints. You may contact the Cemetery Board in any of the following ways:

1. By mail addressed to:  
Cemetery Board  
c/o Department of Professional and Occupational Regulation  
9960 Mayland Dr., Suite 400  
Richmond, Virginia 23233-1463
2. By telephone at: (804) 367-0010
3. By e-mail at: cemetery@dpwr.state.va.us.

# Instructions to heirs of deceased site owners who wish to transfer their inherited sites

1. As a matter of due diligence, the staff of Fairfax Memorial Park must:
  - a. Verify if the Owner(s) of Record are buried here. If not, death certificate(s) for the deceased lot owners must be produced by heirs.
  - b. Verify whether deceased lot owner(s) will(s) specifically designates the new owner of the burial spaces. (e.g., “I bequeath my unused burial spaces at Fairfax Memorial Park to \_\_\_\_\_.”)
  - c. Verify whether the “alleged” heir(s) are the only heir(s).
  - d. Obtain the old Certificate of Ownership.
2. Use “Ownership Certification for Heirs” form below and attach to transfer form with required documentation.
  - a. To facilitate the transfer, the heir(s) must, as needed, produce death certificate(s), copy of Will(s), and sign an indemnity statement certifying that they are the only heir(s).
3. Upon proof satisfactory to the cemetery of the authority of the transferor, a new Certificate of Ownership will be issued to the new owners to whom the sites are being sold.

Note: Ordinarily, the Cemetery does not issue a new Certificate of Ownership upon the death of a lot owner; but, instead, does so upon a subsequent sale or other transfer of the site(s).

# Ownership Certification for Heirs

(This form is to be used in conjunction with FMP's "Site Transfer Form".)

To assist in establishing proper and complete ownership, please answer the following questions:

1. Is the deceased owner(s) of record buried here at FMP? \_\_\_\_\_ If "yes", skip to question #2. If "no", a copy of the death certificate(s) for all owner(s) of record must be attached.
2. Is there a will? \_\_\_\_\_ If "yes", continue to question "a" below. If no, skip to question # 3.
  - a. Do the will(s) specifically designate burial sites? \_\_\_\_\_ (e.g., "My burial sites at FMP go to \_\_\_\_\_.") If "yes", attach a copy of the will, and skip to the burial site information below question #4. If "no", continue to question #3.
3. Who are the surviving heir(s)? (List all heir(s). Attach additional sheets as necessary.)
  - a. \_\_\_\_\_  
Name Relationship to Owner(s) of Record
  - b. \_\_\_\_\_  
Name Relationship to Owner(s) of Record
  - c. \_\_\_\_\_  
Name Relationship to Owner(s) of Record
  - d. \_\_\_\_\_  
Name Relationship to Owner(s) of Record
4. Are there children (of the deceased) from a previous relationship? \_\_\_\_\_ If "yes", include them in the previous section (under "surviving heir(s)"). If "no", continue to the next section.

I/We hereby declare that all information on this form is true to the best of our knowledge; and that, I/we (listed above as "surviving heir(s)", are the only known surviving heir(s) of:

\_\_\_\_\_  
*Names of Owner(s) of Record (as deceased)*  
Owner(s) of sites in Section \_\_\_\_\_, Block \_\_\_\_\_, Lot \_\_\_\_\_,  
Site(s) \_\_\_\_\_.

I/We, the undersigned hereby agree to defend and indemnify Fairfax Memorial Park, its agents and employees from any and all liability, and against any loss it or any of them may sustain in connection with the transference of this/these properties.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Heir(s)