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P.O. Box 178 • 114 Woodhull Street •

Ph. 517-651-5374 •

# Laingsburg Cemetery Lot Transfer Request

ORIGINAL PERMIT NO. \_\_\_\_\_ NEW PERMIT NO. \_\_\_\_\_

Date of Transfer \_\_\_\_\_ Amount Paid \_\_\_\_\_

Lot Information			
Section	Block	Row	Grave

## Approved Current Lot Owner Information

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email \_\_\_\_\_

Birth Date: \_\_\_\_\_ Spouse's Name (if applicable): \_\_\_\_\_

Signature / Date \_\_\_\_\_

## Requested New Lot Owner Information

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email \_\_\_\_\_

Birth Date: \_\_\_\_\_ Spouse's Name (if applicable): \_\_\_\_\_

Signature / Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of City Official – Not Valid Until Signed*

### For Official Use Only:

Received By	Date	Transfer Approved By	Date	Records Updated	Owners Notified

**LOTS ARE NON-TRANSFERABLE WITHOUT SIGNED APPROVAL BY  
AUTHORIZED CITY REPRESENTATIVE. NEW LOT OWNER MUST FILL OUT LOT  
ASSIGNMENT FORM UPON COMPLETION OF TRANSFER.**



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# Laingsburg Cemetery Right of Burial / Lot Assignment

PERMIT NO. \_\_\_\_\_

Date of Sale \_\_\_\_\_ Amount Paid \_\_\_\_\_

Lot Information			
Section	Block	Row	Grave

Lot Owner Information			
Full Name:	_____	_____	_____
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Address:	_____	_____	_____
	<i>Street Address</i>		<i>Apartment/Unit #</i>
	_____	_____	_____
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Home Phone:	_____	Alternate Phone:	_____
Email	_____		
Birth Date:	_____	Spouse's Name (if applicable):	_____
Signature / Date	_____		

Lot Reservation*			
Lot/Grave #	Assigned To:	Phone	Address

\* Each Grave site can hold a maximum of 1 Full Casket and 1 Cremains or 2 Cremains.

According to the City of Laingsburg Cemetery Ordinance No. 01.2017, Section 4 (d), "each cemetery plot shall be assigned the name of the specific person(s) who shall be interred in that cemetery plot upon death. If the owner of a cemetery plot desires to effectuate a name change regarding the assigned cemetery plot, that person must contact the City Clerk."

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature of City Official – Not Valid Until Signed*

For Official Use Only:

Received By	Date	Records Updated	Copy to Owner

**NON-TRANSFERABLE WITHOUT PRIOR WRITTEN APPROVAL BY THE CITY**