



## SITE TRANSFER APPLICATION / MT. OLIVET CEMETERY

RETURN TO: TOWN OF BUENA VISTA

PO BOX 2002

210 EAST MAIN ST

BUENA VISTA, CO 81211

DEPUTYCLERK@BUENAVISTACO.GOV

Only persons whose names appear on cemetery deeds or interment agreements will be recognized as owners of sites. An applicant for transfer of an interment agreement must submit a notarized document authorizing such transfer by the existing owner. If the former site owner is deceased, when the site is disposed of by a will, a certified copy of the will or final distribution in the decedent's estate must be delivered to the Town Clerk before the Town will recognize the change of ownership. If the deceased site owner died intestate, satisfactory proof of descent must be provided. If the decedent has a number of direct descendants still living, notarized letters/statements must be provided to the Town showing agreement among all direct descendants regarding the disposition of cemetery sites before a new interment agreement will be provided designating a new owner.

Name of prior owner: \_\_\_\_\_

Site(s) to be transferred: Block \_\_\_\_\_ Lot: \_\_\_\_\_ Site(s): \_\_\_\_\_

Name of new owner(s): \_\_\_\_\_

Physical Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If the current owner of the site(s) is still living, please attach a notarized document authorizing the transfer.

If the owner is deceased, please attach one of the following:

- ◇ a will designating you as the new owner of the site(s) OR
- ◇ proof of descent and (if applicable) notarized letters/statements from all other direct descendants indicating their assent to your assumption of ownership.

**Please submit this form, your supporting documentation, and the \$20 fee to the Town Clerk.  
Call 719-395-8643 with any questions.**

### For office use only

Received on: \_\_\_\_\_

Fee paid on: \_\_\_\_\_

Interment Agreement mailed/given to new owner on: \_\_\_\_\_

Information recorded in cemetery book/database on: \_\_\_\_\_