

## OAKLAND CEMETERY DEED TRANSACTION FORM

(Other than re-sale to the City)

The use of this form is only for Duplicate Deed Copies, Transfers of Ownership, and Re-issuance of Revised Deeds. Please refer to Complete Cemetery Regulations at [www.icgov.org/Oakland.htm](http://www.icgov.org/Oakland.htm)

### Request for (check applicable box(es):

- Duplicate copy of deed  
 Transfer of ownership/Quit Claim Deed  
 Re-issuance of revised deed to owner

Petitioner's Name: \_\_\_\_\_

Petitioner's Relationship to Lot Owner: \_\_\_\_\_

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

Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Petitioner's Signature: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Spaces \_\_\_\_\_

Lot Owner's Name(s): \_\_\_\_\_

Known Interments on Lot: \_\_\_\_\_

Deceased Names: \_\_\_\_\_

**Information concerning lot locations, interments and available space(s) may be requested from Cemetery staff by phone (319)356-5105 or mail at Oakland Cemetery, 1000 Brown Street, Iowa City, Iowa 52240. Please allow sufficient time (usually three days) for the necessary record check.**

The petitioner must circle and provide all of the necessary items:

1. A certified copy of a will bequeathing the lot(s) if applicable and/or the original deed or a previously issued duplicate copy, or a notarized statement that none of the above are in existence.
2. Proof of identity (usually provided by the Administrator of the estate or the family attorney). **MUST BE NOTARIZED.** May be included in Step #3.
3. A release statement signed by all possible heirs to the lot(s) or proof that you are the sole heir. This statement must be notarized and must state "only surviving heir(s)."
4. Quit claim deed(s) if the lot(s) or spaces in the lot(s) are to be given to other than the petitioner.
5. A check payable to the City of Iowa City for \_\_\_\_\_ City Clerk's services.

Duplicate deed - \$10.00 each

Transfer or quit claim deed - \$10.00 each

Re-issuance of revised deed to owner - \$10.00

EXPLANATION OF REQUEST:

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**FOR OFFICE USE ONLY:**

Cemetery Representative: \_\_\_\_\_ Date Initiated: \_\_\_\_\_

Cemetery Representative: \_\_\_\_\_ Date Accepted: \_\_\_\_\_

City Clerk: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Scale drawing of cemetery lot

By \_\_\_\_\_ Date \_\_\_\_\_

9/02

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