

# THE CEMETERY EXCHANGE LLC

The Prominent Nationwide Online Cemetery Property Listing Service

1-866-754-6573



## THINGS TO KNOW AND DO BEFORE YOU LIST

**A. Call your cemetery.** Ensure that you have permission to sell your cemetery property on the open market. Some cemeteries do not allow the resale of interment rights on the open market. Some states require first right of refusal. Ensure with the cemetery that your paperwork is in order. We will require a copy of your deed or certificate of ownership in order to list with us.

**B. Ask the cemetery what they are selling like properties in your garden/section/mausoleum/columbarium for today.** This is the current value of your cemetery property. Once that value is known, our sellers will usually start their pricing at a minimum of 20% below cemetery retail. Be sure to mention the current value in your comments.

**C. Ask the cemetery what the availability is for property in your garden/section/mausoleum/columbarium.** This can be very important if there is limited to no availability. Buyers could have family/ancestors in your property area and have not been able to purchase from the cemetery. If this is the case, be sure to put this in your comments.

**D. If you are selling ground burial property (grave space(s) - ask if your spaces can be made double depth or companion).** Only the cemetery can provide this answer. It is based on the topography of the cemetery and where your spaces are located within the cemetery. If they do allow, the buyer would make those arrangements directly with the cemetery.

**E. Ask if the cemetery will allow one casket and one urn in your space(s) or two urns.** We are in a very high climate of cremation so this is good information to add to your listing description. Again, if they do, the buyer would be responsible for the 2nd right of interment to the cemetery.

**F. If you are offering any services and/or merchandise** (i.e. Opening & Closing(s) or Vault(s), Markers, etc.) Ensure from the cemetery that these services and merchandise is transferrable to your buyer. Do not assume that they are. We are getting a lot of feedback from sellers that some cemeteries are not allowing services and merchandise to be transferrable. All of a sudden they are having a 'change in policy'. It is causing a major disruption with sellers trying to sell their property and many sellers have lost their sale.

**G. If you are selling cemetery property in a specific garden or section** such as Veterans, Masonic, etc. Ask if your cemetery property is open to all. This is also information you want to add to your description.

**H. If you are no longer near your cemetery** or it is not feasible to go to the cemetery when you do secure a buyer, ask the cemetery for paperwork that you can complete ahead of time. Each cemetery will have different requirements but can usually be handled via courier or fax.

**I. Ensure that you have the necessary paperwork the cemetery requires in order to transfer your deed to a new buyer.** You don't want to go through the effort of securing a buyer and then find out that you cannot complete the transaction because your paperwork is not in order. Ask the cemetery if they need anything from you that they will need to transfer deed. Also ask what the current transfer fees are. Ask if there is a difference between PreNeed (future planning) and Immediate Need (a death has occurred). Some cemeteries will charge more if there is an immediate need. 3

**J. Immediate Need** - be sure to ask the cemetery: If you have an immediate need buyer, can they accommodate them so they can make burial arrangements in a reasonable time - usually between 24 and 72 hours. If they cannot, do not offer for Immediate Need.

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## Listing Submission Form

**\*\* REQUIRED INPUT**

If you have any questions, please do not hesitate to call us.

<b>**First Name</b>		<b>**Last Name</b>	
<b>Street Address</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	
<b>**Contact Phone Number(s)</b>	<b>**Can your Contact Phone Number Send and Receive Text Messages? (This is for our internal use only)</b>	<b>** Yes or No</b>	
<b>**Email Address</b>  <b>PLEASE ENSURE THAT YOUR EMAIL ADDRESS IS CORRECT.</b> This is our main form of communication with you. Once your listing is added, we will send a confirmation along with your listing ID. Please be sure to add <a href="mailto:listing@thecemeteryexchange.com">listing@thecemeteryexchange.com</a> to your safe/contact list			
<p style="text-align: center;"><b>For Direct Contact Listings Only</b> You have the option of: (1) Phone Number only (2) Phone Number and Email Address or (3) Email Address only Please Circle Your Choice: (1) or (2) or (3)</p> <p style="text-align: center;"><b>For Private Listings Only</b> You have the option of: (1) Releasing your Phone Number to a Potential Buyer or (2) Not Releasing your Phone Number to a Potential Buyer Please Circle Your Choice: (1) or (2)</p>			

Type of Cemetery Property You are Selling		
Grave Space(s) ♦ <input type="checkbox"/> Single Depth (for one casket) ♦ <input type="checkbox"/> Double Depth (for two caskets – one on top of the other) (Only select Double Depth Companion if you have ALREADY PURCHASED a 2 <sup>nd</sup> Right of Internment. Proof of purchase is required.		
Community Mausoleum Wall (Crypts)		
♦ <input type="checkbox"/> Single (for one casket) ♦ <input type="checkbox"/> True Companion (Head to Head – 2 Caskets in One Chamber) ♦ <input type="checkbox"/> Deluxe Companion (Side by Side) for two caskets. Crypts will actually have one shutter or crypt plate that covers both caskets ♦ <input type="checkbox"/> Deluxe Companion (Side by Side – IN AND OVER) for two caskets. ♦ <input type="checkbox"/> Westminster (Also Known as an Abbey Crypt) (one crypt below ground level, the 2 <sup>nd</sup> crypt at ground level) ♦ <input type="checkbox"/> Couch Crypt Single ♦ <input type="checkbox"/> Couch Crypt Companion (Couch Crypts are orientated side to side instead of front to back. Just like a couch or sofa.)		
Is your crypt(s) ♦ <input type="checkbox"/> Interior ♦ <input type="checkbox"/> Exterior What Level is Your Crypt(s) on? _____		
Level 1 = Prayer   Level 2 = Heart   Level 3 = Eye   Level 4 = Touch   Levels 5 = Faith   Very Top = Heaven		
Lawn Crypts also known as Turf Top Crypts		
♦ <input type="checkbox"/> Single Depth (for One Casket – Single Chamber has already been preinstalled by the cemetery and therefore no vault purchase is required. ♦ <input type="checkbox"/> Double Depth (for Two Caskets – Double Vault Chamber has already been preinstalled by the cemetery and therefore no vault purchases are required.		
CREMATION URN NICHES		
♦ <input type="checkbox"/> Single ♦ <input type="checkbox"/> Companion ♦ <input type="checkbox"/> Granite/Marble Front ♦ <input type="checkbox"/> Glass Front ♦ <input type="checkbox"/> Interior ♦ <input type="checkbox"/> Exterior		
Private Columbarium		
♦ <input type="checkbox"/> Individual ♦ <input type="checkbox"/> Family		
Private Mausoleum		
♦ <input type="checkbox"/> Single ♦ <input type="checkbox"/> Double (a private mausoleum is a standalone that is usually located on the cemetery grounds. It can be for one casket, two caskets or more. Also known as a Stacked Private Mausoleum if more than 2 caskets.		
Private Walk-In Mausoleum		
♦ <input type="checkbox"/> (a private walk-in mausoleum is just how it sounds. It is a separate structure usually designed by the owner and is located on the cemetery grounds. They can be adorned with stained glass and landscaping. They will have an iron door for family to access their loved ones)		
*ASKING PRICE SHOULD BE AT A MINIMUM OF 20% BELOW THE CEMETERY RETAIL		
**Quantity:	**Asking Price:	Each?: ♦ <input type="checkbox"/> Yes ♦ <input type="checkbox"/> No
What is the Cemetery Retail Price?		
Will you Accept Terms (seller financing)? ♦ <input type="checkbox"/> Yes ♦ <input type="checkbox"/> No		
Will you pay the Cemetery Deed Transfer Fee? ♦ <input type="checkbox"/> Yes ♦ <input type="checkbox"/> No		



<p><b>*Will you make your cemetery property available for Immediate Need? ♦ [ ] Yes ♦ [ ] No</b></p> <p>Please ensure that you have spoken with the cemetery</p>
<p><b>Do you have the necessary paperwork required by the cemetery for the property you are selling?</b></p> <p>♦ [ ] Yes ♦ [ ] No</p>
<p><b>Do you have PERSONAL photographs that you would like to be added to your listing? ♦ [ ] Yes ♦ [ ] No</b></p> <p>(If you have personal photos, you will have the opportunity to send them to us once you receive our submission acknowledgement) Please ensure that your photos are your personal photos. Please DO NOT pull photos from websites where you do not have permission. Just because an image is publicly accessible does not mean it's in the public domain. We will not be responsible for any infringement fees. PLEASE NOTE: We allow 7 photos at no cost. If you provide more than 7 photos, we will invoice you for the remaining at \$5.00 per photo. Maps are not included in the photo count.</p>
<b>**How did you hear about us?</b>
<p><b>** What Listing Type are you Purchasing?</b></p> <p>If you are unsure as to what listing type to choose – Please contact us and we can assist you</p>
<p>♦ [ ] Direct Contact Classified (\$86.95) ♦ [ ] Direct Contact Featured (\$134.95) ♦ [ ] Direct Contact Featured PLUS a Direct Contact Classified (\$194.95) ♦ [ ] Direct Contact Premium Listing (\$299.95)</p>
<p>♦ [ ] Private Classified (\$121.95) ♦ [ ] Private Featured (\$166.95)</p>
<p>♦ [ ] Private Featured PLUS and a Private Classified (\$226.95) ♦ [ ] Private Premium Listing (\$399.95)</p>
<b>How will you be Paying?</b>
<p><b>PLEASE ENSURE THAT YOU ARE ENCLOSING A COPY OF YOUR DEED OR CERTIFICATE OF OWNERSHIP AND ANY SUPPORTING DOCUMENTS REGARDING OPENING &amp; CLOSINGS, VAULTS, MARKERS, ETC. (if you are offering these as part of your sale and you have verified with the cemetery that they are transferable to a new buyer. ALSO ENSURE THAT YOU INCLUDE THE COST FOR ANY ADDITIONAL CITIES YOU SELECTED.</b></p>
<p>I will be paying via check/money order (enclosed) ♦ [ ]</p> <p>I will be paying via debit/credit card (please send me a direct link to my invoice from PayPal) ♦ [ ]</p> <p>You do NOT need a PayPal account to pay for your listing fee. We use PayPal as our merchant so we do not capture any of your financial information. You will make your payment in private and no financial information will be disclosed to The Cemetery Exchange</p>
<p>If sending a check, please enclose your check or money order with your completed form and ownership and supporting document(s) and send to: <b>The Cemetery Exchange LLC - 687 Oak Ridge Trace - Lawrenceville, GA 30044</b></p>