

Catholic Cemeteries, Diocese of Springfield in Illinois

Burial Easement / Interment Contract Instructions and Sample

Use: The Burial Easement/Interment Contract is used when a person is purchasing graves, crypts or niches. It is also used when a person is contracting an interment (the opening and closing of a grave and/or additional interment rites).

Directions:

1. The name and city of the cemetery where the graves/crypts/niches are being purchased or where the burial is going to occur.
2. For parish cemeteries: include the name of the Pastor/Parochial Administrator/Parish Life Coordinator. For regional cemeteries and Catholic cemeteries associations: include the name of the Cemetery Manager.
3. Contact information for either the parish office or the cemetery office.
4. Name and contact information for the person(s) purchasing graves/crypts/niches and/or an interment.
5. This section is only used when purchasing graves/crypts/niches:
 - a. The total number of interment rites being purchased. Generally, this would be one rite per grave.
 - b. Include the name of the cemetery where the purchased space is located.
 - c. The contract must include a detailed description of the space that is being purchased. This includes information about the section, block, lot and grave(s) for burials and crypt, niche(s) and tier for inurnments.
6. This section should only be used if purchasing a grave and should include the following:
 - a. The total number of grave(s) purchased; the cost of 1 grave; the income care for the number of graves purchased; and a subtotal of these amounts.
7. This section should only be used if purchasing a crypt/niche and should include the following:
 - a. Total number of crypt(s) or niche(s) purchased; the cost per crypt(s)/niche(s); the income care for the number of crypts/niches purchased; and a subtotal of these amounts.
8. This section should be used only if an interment is going to occur immediately. If a person is purchasing graves/crypts/niches pre-need, leave this section blank. This section should include the following:
 - a. The number of interments; the cost per interment; and a subtotal of these amounts.
9. An inscription fee is used when a cemetery charges to inscribe information on an existing tombstone or for a niche inscription. If your cemetery does not offer this service, leave this section blank.
10. This section should include any additional items that the consumer is paying for that is not included elsewhere in the contract. For example, if a cemetery allows for multiple burials and charges for additional interment rites, that amount should be listed in this section.
11. This line can be used if a payment is received from a funeral home or insurance company for full or partial payment for the purchase a grave/crypt/niche and/or an interment. This amount should be subtracted from the total.

12. The total amount due for the services being purchased.
13. Cemeteries must accept at least one other form of payment besides cash, i.e. personal check or credit card. Use this section to record payment information.
14. The notes section can include any additional information or special circumstances that need to be included in the contract. Some examples are:
 - a. John Doe purchases four graves and he would like to designate who is to be buried in each grave.
 - b. Someone is purchasing an irregular grave that cannot be used for a traditional burial. The notes section can designate that the purchased space can only be used for cremated remains.
 - c. Anything that is an exception to normal cemetery rules. For example, the cemetery allows above ground markers, but for a particular section it only allows a flat marker.
15. This section must be signed by the person purchasing the graves/crypts/niches and/or contracting for an interment. For parish cemeteries the contract **must** be signed by the Pastor/Parochial Administrator/Parish Life Coordinator. For regional cemeteries and Catholic cemeteries associations the contract **must** be signed by the Cemetery Manager.

Catholic Cemeteries, Diocese of Springfield in Illinois Burial Easement / Interment Contract – Sample 1

1. Cemetery Name/Location: St. Philomena, Overlook Heights
2. Pastor (Administrator) / Cemetery Manager: Rev. Bartholomew Thompson
3. Parish/Cemetery Office Address, City, State, Zip: St. Philomena Parish, 555 Lilac Ln., Overlook Heights, IL 65556
Phone: 217.555.1669
4. Buyer: Nathaniel Smith
Buyer #2: Edna Smith
Address, City, State, Zip: 1431 West. Blvd., Overlook Heights, IL 65556
Telephone: 217.555.7892

This is a contract of sale to the Buyer(s) for the rights of Interment/Entombment described below. Buyer(s) agree to all terms of the contract.

Description of the Rights of Interment / Entombment

The rights of interment/entombment you are purchasing entitle Buyer(s) to have interred or entombed 4 casket(s) and/or urns(s) containing only human remains in St. Philomena cemetery in:

5. Section M Block 25 Lot 41 Grave(s) 1-2-3-4 **OR** Crypt Niche Tier
6. # of Graves: 4 Cost of 1 grave: \$250 Income care: \$250/grave Amount: \$2000
7. # of crypts/niches: Cost per crypt/niche: Income care: Amount:
8. # of interments: Cost per interment: Amount:
9. Inscription fee: Amount:
10. Additional item(s): Amount:
11. Monetary advances made on buyer's behalf: Amount:
12. **Total due: \$2000**
13. Payment type: Check check # 1427 Date paid: November 1, 2010 Payment amount: \$2000
14. Notes: Grave 1 is designated for Nathaniel Smith; Grave 2 is designated for Edna Smith; Graves 3 is designated for Nathaniel and Edna's daughter, Mary Smith Cooper and Grave 4 is designated for Mary's husband, Gerald Cooper.

I have read the foregoing and agree to be bound by all terms of this contract, including the back and acknowledge receipt of a completed copy of this contract:

15. Buyer: Date:
- Buyer: Date:
- Pastor (Administrator)/Cemetery Manager: Date:

Catholic Cemeteries, Diocese of Springfield in Illinois Burial Easement / Interment Contract – Sample 2

1. Cemetery Name/Location: St. Philomena, Overlook Heights
2. Pastor (Administrator) / Cemetery Manager: Rev. Bartholomew Thompson
3. Parish/Cemetery Office Address, City, State, Zip: St. Philomena Parish, 555 Lilac Ln., Overlook Heights, IL 65556
Phone: 217.555.1669
4. Buyer: William Steel
Buyer #2: _____
Address, City, State, Zip: 9831 Toro Rd., Overlook Heights, IL 65556
Telephone: 217.555.3481

This is a contract of sale to the Buyer(s) for the rights of Interment/Entombment described below. Buyer(s) agree to all terms of the contract.

Description of the Rights of Interment / Entombment

The rights of interment/entombment you are purchasing entitle Buyer(s) to have interred or entombed _____ casket(s) and/or urns(s) containing only human remains in St. Philomena cemetery in:

5. Section M Block 25 Lot 41 Grave(s) 1A **OR** Crypt _____ Niche _____ Tier _____
6. # of Graves: _____ Cost of 1 grave: _____ Income care: _____ Amount: _____
7. # of crypts/niches: _____ Cost per crypt/niche: _____ Income care: _____ Amount: _____
8. # of interments: 1 Cost per interment: \$800 Amount: \$800
9. Inscription fee: _____ Amount: _____
10. Additional item(s): Additional interment rites Amount: \$250
11. Monetary advances made on buyer's behalf: _____ Amount: _____
12. **Total due: \$1050**
13. Payment type: Check check # 250 Date paid: December 15, 2010 Payment amount: \$1050
14. Notes: _____

I have read the foregoing and agree to be bound by all terms of this contract, including the back and acknowledge receipt of a completed copy of this contract:

15. Buyer: _____ Date: _____
Buyer: _____ Date: _____
Pastor (Administrator)/Cemetery Manager: _____ Date: _____

Catholic Cemeteries, Diocese of Springfield in Illinois Burial Easement / Interment Contract – Sample 3

1. Cemetery Name/Location: St. Philomena, Overlook Heights
2. Pastor (Administrator) / Cemetery Manager: Rev. Bartholomew Thompson
3. Parish/Cemetery Office Address, City, State, Zip: St. Philomena Parish, 555 Lilac Ln., Overlook Heights, IL 65556
Phone: 217.555.1669
4. Buyer: Martha Simpson
Buyer #2: _____
Address, City, State, Zip: 5643 Montgomery Circle, Overlook Heights, IL 65556
Telephone: 217.555.5981

This is a contract of sale to the Buyer(s) for the rights of Interment/Entombment described below. Buyer(s) agree to all terms of the contract.

Description of the Rights of Interment / Entombment

The rights of interment/entombment you are purchasing entitle Buyer(s) to have interred or entombed 2 casket(s) and/or urns(s) containing only human remains in St. Philomena cemetery in:

5. Section B Block 15 Lot 10 Grave(s) 1-2 **OR** Crypt _____ Niche _____ Tier _____
6. # of Graves: 2 Cost of 1 grave: \$250 Income care: \$250/grave Amount: \$1000
7. # of crypts/niches: _____ Cost per crypt/niche: _____ Income care: _____ Amount: _____
8. # of interments: 1 Cost per interment: \$800 Amount: \$800
9. Inscription fee: _____ Amount: _____
10. Additional item(s): _____ Amount: _____
11. Monetary advances made on buyer's behalf: Jackson Funeral Home Amount: (\$1000)
12. **Total due: \$800**
13. Payment type: Cash check # _____ Date paid: October 30, 2010 Payment amount: \$800
14. Notes: Grave 1 is designated for Carter Simpson and Grave 2 is designated for Martha Simpson.

I have read the foregoing and agree to be bound by all terms of this contract, including the back and acknowledge receipt of a completed copy of this contract:

15. Buyer: _____ Date: _____
Buyer: _____ Date: _____
Pastor (Administrator)/Cemetery Manager: _____ Date: _____