TRUSTEE OF TRUST FUNDS

REQUIREMENTS FOR

CEMETERY PLOT SALES

AND PERPETUAL CARE CHECKS

UPDATED "2" COPIES EACH PLEASE:

1. **Copies (2) of the request for purchase form filled out by the buyer/family.**
2. **Copies (2) of the personal check from the purchaser for the plots.**
3. **Copies (2) of the receipt issued by the Town Hall for the check.**
4. **Copies (2) of the "Perpetual Care Contract" made up at Town Hall and signed by both the Board of Selectmen and the Cemetery Trustees.**
5. **Copies (2) of the "Cemetery Deed/Deeds" made up at Town Hall and signed by both the Board of Selectmen and the Cemetery Trustees.**
6. **Every document listed above "MUST" accompany all Town of Northwood payment checks to the Northwood Trustee of Trust Funds.**
7. **The above steps should be done in a timely manner to be respectful to the grieving family.**
8. **MAILING ADDRESS: Northwood Trustee of Trust Funds**
   PO Box 84
   Northwood, NH 03261

THE ABOVE IS A REQUIREMENT OF THE TRUSTEE OF TRUST FUNDS FOR OUR STATE REPORTING AND WILL BE STRICTLY ENFORCED. THANK YOU IN ADVANCE

10/20/2023