

CEMETERY PROPERTY SALES LOG

*CEMETERY NAME
CEMETERY PHYSICAL ADDRESS
CEMETERY TELEPHONE NUMBER*

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
CONTRACT NUMBER	DATE OF CONTRACT	PURCHASER	BENEFICIARY	AMOUNT OF PROPERTY SOLD	PIF/INSTL	DATE OF LAST PAYMENT	PIF DATE	PRICE IF INTERMENT RIGHT(S)	NUMBER OF INTERMENT RIGHTS SOLD	AMOUNT DUE TO EC	AMOUNT TRUSTED FOR EC	DATE OF EC CONTRIBUTION	DATE CONTRACT VOIDED OR CANCELLED	DATE OF REFUND	AMOUNT OF REFUND

- Columns are numbered for instructional purposes only.
- Contracts should be listed in numerical order. If there is a gap in the contract numbers, please provide an explanation as to why.
- Date of Contract should always match the date the purchaser signed the contract.
- Purchaser is the person who pays for the interment right(s)
- Beneficiary is the person who will be placed in the interment space at the time of death.
- Amount of Property Sold should always match the net total of the contract.
- PIF/INSTL indicates if the contract is paid-in-full or will be paid in stallments.
- Date of Last Payment applies to those contracts being paid in installments. This column should be updated when payments are made on a contract.
- PIF Date is the date that the contract is paid-in-full.
- Price of Interment Right(s) should be the price of the interment right(s) sold on the contract at the time of the purchase.
- Number of Interment Rights Sold is the number of spaces sold on a contract.
- Amount Due to EC trust is the minimum amount required to be deposited into the Endowment Care Fund.
- Amount Trusted for EC is the actual amount that was deposited to the Endowment Care Fund
- Date of EC Contribution is the date the deposit to the Endowment Care Fund was made.
- Date Contract Voided or Cancelled is the date a contract gets voided or cancelled for whatever reason.
- Date of Refund is the date the refund was given to the purchaser for the voided or cancelled contracts that are eligible for refunds.
- Amount of Refund should match the refund amount that was given to the purchaser for the voided or cancelled contracts that are eligible for refunds.