

## How to Purchase a Columbarium Niche:

- Read the **Policies and Procedures**, available at [www.cokercolumbarium.org](http://www.cokercolumbarium.org).
- Obtain the pricing information from the **Schedule of Fees** on the website.
- Print the **Application and Purchase Agreement Regarding Inurnment Rights** from the website.
- Read the full Application and Purchase Agreement before completing.
- Page 1:
  - Initial that you have read the Policies and Procedures.
  - Complete the Purchaser section with your name and contact information.
  - Complete the Names of the person(s) to be inurned in this niche.
  - If you are purchasing an exclusive-use niche, complete the Successor Owner section with the name and contact information of the other person, if any, who will be inurned in the chamber; otherwise, enter N/A.
  - Complete the Alternate Contact Person name and contact information. This is the individual who should be contacted in the event of the Purchaser's and Successor Owner's incapacity or death.
- Page 2:
  - Complete the Date and Purchaser's Name in the AGREEMENT statement.
  - Choose whether you are purchasing a chamber for exclusive (whole chamber) or non-exclusive (half chamber) use and include the price from the Schedule of Fees.
- Page 3:
  - Leave the Wall and Niche section blank for now.
  - Complete the date, print your name, and sign your name.
- Pages 4 - 7:
  - This information is needed at the time of inurnment. Complete as much of this information as you have now for convenience later, but do not sign and date page 5 or 7.
- Mail or take the completed form to Gail Hatcher, Coker's Director of Care and Senior Adults, along with your check, or you can pay online using the Donate Now section of [www.coker.org](http://www.coker.org).
- Gail will contact you and make an appointment for you to come in to select the location of the chamber you are purchasing.
- Gail will work with you on making your chamber selection and will complete and sign the Agreement for the church and provide you with a copy of the completed Agreement.