

STAN DARDS FOR APPROVAL OF REAL PROPERTY TRANSFER

1. All existing deeds submitted for transfer must have the correct permanent parcel number included with the description.
2. Any conveyance of real property to or from any partnership must have an endorsement by the county recorder, showing that a partnership certificate has been filed and recorded.
1777.020RC
3. All lots in any municipality or regularly recorded allotment need only to be designated by the lot number, name of allotment or addition, and township, village or municipality.
4. Any outlot or part of a recorded plat where boundaries of the parcel cannot be determined by reference to a plat, shall have an adequate description tied to a monument or lot corner or street intersection of the recorded plat and shall have an adequate tie-in for point of reference. IE: Bearing and Distance from same.
5. A deed transferring a numbered lot out of an unrecorded plat will not be accepted for transfer.
6. All tracts must be referenced to a known and established point which is identifiable by reference to a map of the area, such as a section, or quarter section corner, township corner, or the intersection of two roads. IE: Bearing and Distance from same.
7. A tract in the vicinity of a recorded plat may be tied to a lot corner within the recorded plat and shall have an adequate tie-in for reference. IE: Bearing and Distance from same.
8. The tract to be transferred must have a metes and bounds description. The terms “ “in a northerly direction, ” "thence to place of beginning, "with meandering stream, "or "along road" are not a definite nor adequate description, and therefore, it will only be allowed to transfer one time before a new survey and description will be required.
9. If the present deed is recorded incorrectly, it must be corrected by survey, before it can be transferred.
10. All surveys must meet state minimum standards for boundary surveys, 4733.37 ORC.

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11. With reference to all new descriptions, when a tract line lies in two different quarter sections, or in two or more recorded tracts, or in and out of a corporation, the acreage in each different area shall be stated.

12. Any deed may have no more than three (3) exceptions and each exception must be fully described and meet the description requirements, along with name, volume, page and date of original exception.

13. All descriptions of new parcels (IE: no prior transfer) must be accompanied by a copy of the survey plat to be retained by the Map Department for their use. Such survey plat shall display the signature, registration number and seal of the surveyor or, and the date the survey was made.

14. If the area to be conveyed is a part of a larger tract, or is the product or residue of several tracts, the plat map shall define and locate such "parent" area or areas and shall show their relationship to the area to be conveyed including the amount of acreage of each parent tract which is encompassed by the survey.

15. Any new description which includes within its perimeter, an area occupied by any public road or highway purposes, shall clearly define such area on the plat map.

16. Descriptions of parcels obtained or to be obtained by the Federal, State, County or Municipal governments must comply with the above stated rules. Centerline survey descriptions or any description with less details than are set forth above are inadequate, unless centerline is properly tied in.

17. In vacating of public land (IE: alley, street, etc.) the new owner or owners and their proportioned acreage must be provided to the Map Office along with a copy of the resolution, and a plat map showing same.

18. Reference shall be made in the deed to the preceding transfer giving volume and page. Deed shall give name and registration number of surveyor preparing the description.

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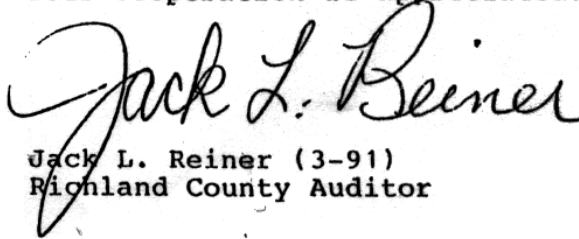
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These standards are in addition to or further explain those rules and standards set forth in Section 4733.37 of the Ohio Revised Code.

The purpose of deed examination and approval by the Auditor is not to work a hardship, nor to discriminate against any individual. Rather, it is to facilitate the transfer of property, to correct errors in former transfers and records, and to obtain definite and accurate descriptions in future transfers. This results in benefits to property owners, abstractors, attorneys, recording, mapping and taxing officials in the county.

Your cooperation is appreciated.

A handwritten signature in cursive script that reads "Jack L. Reiner".

**Jack L. Reiner (3-91)
Richland County Auditor**

A handwritten signature in cursive script that reads "Elaine A. Nixon".

**Elaine A. Nixon (3-91)
Richland County Map Department**