

**REQUIREMENTS FOR ALL INSTRUMENTS OF CONVEYANCE
FOR PUTNAM COUNTY**

ALL DEEDS SUBMITTED TO THE AUDITOR'S OFFICE MUST MEET THE FOLLOWING REQUIREMENTS:

- I. The appropriate of the following forms must be completed, signed and submitted with each deed or other real property conveyance document.
 - A. Conveyance Fee Statement of Value Form # 100 or
 - B. Statement of Reason for Exemption From Real Property Conveyance Fee Form # 100(ex)
 - C. Where applicable - Statement of Conveyance of Current Agricultural Use Valuation Property Form # 102
 - D. Where applicable - Statement of Conveyance of Homestead Property Form # 101
 - E. Where applicable - Affidavit of Trustee on Transfer of Real Property §317.22 ORC
 - F. Where applicable - Affidavit of Successor Trustee §5302.171 ORC
 - G. Where applicable - When a survivorship tenant dies and their interest is being transferred by an affidavit, the affidavit must be accompanied by a certified copy of a death certificate and by an owners duplicate of the relevant certificate of title §5309.081 ORC

- II. Any new subdivision of land that creates a parcel or parcels of five (5) acres or less or, by said subdivision, causes a remainder of five (5) acres or less shall be accompanied with a plat, whether or not the parcel or parcels remain in the name of present ownership or are to be transferred. Said plat shall contain the parcel or parcels created or remaining that are five (5) acres or less, and shall be prepared by a registered surveyor. Said plat will be governed by the Subdivision Regulations for Putnam County, Ohio as adopted in March of 1992, and amendments made thereafter to said subdivision regulations.

If a variance was granted for transfer of said land by the Putnam County Planning Commission said plat/survey and conveyance instrument shall contain language explaining why the variance was granted.

- III. As per Amended Substitute Senate Bill No. 158, effective May 8, 1996, a Boundary Survey will be required when only part of a parcel is conveyed, for all parcels over five (5) acres. The boundary survey must satisfy the minimum standards promulgated by the Board of Registration for Professional Engineers and Surveyors pursuant to O.R.C. Chapter 4733. The County Engineer will review and approve the boundary survey, if the survey complies with those standards. Section 315.251 ORC applies to all conveyances presented to the Auditor for transfer on or after May 8, 1996.

- IV. The Auditor shall not accept the transfer if the owner as shown on the tax records is not the grantee or grantor on the instrument unless the transfer is to correct a chain of title and a statement to that effect appears on the instrument.

Reference shall be made in the deed to the instrument by which the grantors acquired title to the property being conveyed, giving the deed book number and page number of the Putnam County Recorder's Deed Records (§319.20 ORC).

The person or persons preparing the deed shall put on his *prepared by statement* (§317.111 ORC).

The tax mailing address of the grantee must appear on the deed.

The real estate tax parcel number(s) identifying the property to be transferred must appear on all instruments of conveyance.

V. REQUIREMENTS FOR ALL RECORDED LOTS OF RECORD

1. All instruments conveying a recorded lot in a municipality or recorded subdivided area shall contain the following information.
 - A. Township/Corporation
 - B. Name of Subdivision
 - C. Lot Number
 - D. Sections, Township and range numbers, and
 - E. Plat Book and Page of the Putnam County Recorder's Plat Records
2. Any out-lot or portion of a recorded lot must have an accurate description to establish a tax structure for the portion being conveyed, based on the current tax maps and real estate tax parcel numbers.
3. Descriptions based upon unrecorded subdivision plats will not be approved.

VI. REQUIREMENTS FOR EXISTING METES AND BOUNDS DESCRIPTIONS OF RECORD

1. All existing metes and bounds descriptions of record, which do not create or alter the current tax structure of the parcel(s) will be identified by a real estate tax parcel number(s) on the instrument to be conveyed.
2. If a metes and bounds description of record exists, it must describe verbatim, whether or not it was used in the instrument of previous record and transfer. The correction of scribner errors, omissions, or other obvious mistakes are permitted in order to make the description more accurate.
3. Any existing metes and bounds description which, since the previous conveyance, has been incorporated into a municipality or other political subdivision by means of annexation must be changed to reflect its new corporate location within the situate of the subject instrument of conveyance.

VII. A plat shall be required on all transfers of land, from one local school district to another.

VIII. The controlling date of any description on a deed is the date when the deed is presented to the Auditor's Office for transfer.

IX. Whenever the descriptive content of any legal instrument of conveyance is determined to be ambiguous, it will require that a statement of intent and/or nature be incorporated as part of the instrument, to clarify the parcel(s) to be conveyed.

X. RECORDING OF PLATS ALONG WITH THE DEED

1. As a condition to the recording of any deed, the plat of each new parcel shall be recorded in the Recorder's Office following the transfer of each in the Auditor's Office.

*In addition to the requirements as set forth above, all deeds and other instruments of transfer must follow the laws of this state as set forth in Sections 315.251, 319.20, 319.201, and 319.203 of the Ohio Revised Code.