



Auditor of Ross County

THOMAS M. SPETNAGEL, JR.

Date: _____

Under Ohio law, the County Auditor shall accept documents for transfer and conveyance only when they meet certain legal requirements. If you have any questions about this, please contact the Real Estate office at 740-702-3080.

THIS OFFICE DOES NOT GIVE LEGAL ADVICE OR ATTORNEY RECOMMENDATIONS.

The document referenced below is being returned for the following reason(s):

Grantor(s): _____

Grantee(s): _____

Parcel Number: _____

FEES [See ORC § 319.54]

- Incorrect amount of fees – the correct amount is \$ _____
- Incorrect payee – checks should be made payable to "Ross County Auditor"

REQUIRED INFORMATION [See ORC § 319.20, Ross County Conveyance Standards]

- Grantor's original signature is missing
- Grantee's mailing address is (missing / incorrect)
- Grantor or grantee is not properly identified by "AKA" that appears in deed records
- Volume and page number of the prior record is (missing / incorrect)
- Prior record is not identified as belonging to "Deed Records" (DR) or "Official Records" (OR)
- Parcel number of the property is (missing / incorrect)
- Address of the property is (missing / incorrect)
- Legal description of the property is (missing / incorrect)
- Nature of the interest being conveyed is not specified or cannot be determined
- Conveyance or Exempt form is (missing / incomplete)
- Homestead or CAUV form is (missing / incomplete)
- Does not otherwise conform to law or conveyance standards

SPECIAL TRANSFERS [See ORC §§ 5302.17, 5302.222, 317.22, Ross County Conveyance Standards]

- Survivorship deed is not accompanied by certificate or affidavit and certified copy of death certificate
- T.O.D. or non-probate deed is not accompanied by affidavit
- Corrective deed does not explain the corrective action being taken

OTHER

- Document has been rejected by the Engineer's Tax Map Office
- Additional information: _____

Thomas Spetnagel Jr., Ross County Auditor