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RE: HOCKING COUNTY, MISSING DEED CONTENT

For a deed to transfer in Hocking County it must contain the following information:

- State of Ohio
- County of Hocking
- Township of _____ (township name)
- Part or all of _____ (Quarter Quarter, Fractional Lot, Etc., if it applies)
- Section ____ (section number)
- T ____ N, R ____ W (township and range numbers)
- City of _____, Village of _____ or Town of _____ (if it applies)
- Correct description of property (as from prior deeds and sell outs, or new survey)
- Subdivision or Addition name (if it applies)
- Plat Recorded in _____ , page ____ (if it applies)
- Prior deed reference(s) Deed Book or Official Record, Volume _____, Page _____
- Parcel number or Parent parcel number ____-____-____ (Auditor's tax identification number)

For many years this office has supplied this information, when requested, to help in the preparation of deeds and land contracts. Some of this information has been overlooked by us in the past and is unfortunately missing or incorrect on many past recorded documents. Deed pre-approval, especially by fax, is a good idea, but in some cases has become “fill-in-the-blank” on our part. There are times when our assistance will be necessary and we will be more than glad to help, however our job is to check deeds, not prepare them from a pile of prior deeds and sell outs or correct a description which has multiple pieces of information missing.

To help make future records better and improve the deed approval process, an attempt needs to be made on the part of anyone preparing a deed or land contract in Hocking County to obtain all of the above information (as it applies) prior to submitting a deed for pre-approval and subsequent transfer.

This letter will be distributed and sent back with deeds and pre-approvals which we feel an honest attempt has not been made to correct.

Thank you for your time,
Frank Nelson, Head Draftsman
Wes Barber, Draftsman
Charles Worthington, Draftsman
Hocking County Drafting Department