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TO: Anyone involved in the preparation of Sheriff Deeds in Hocking County, Ohio.

RE: Deed content and quality.

For **ANY** Sheriff Deed description approval in Hocking County it **MUST** contain the following:

- 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)

Some of this information has been overlooked by us in the past and is unfortunately missing or incorrect on many past recorded documents. With the new Sheriff Deed approval methods in place we want to make your office aware of our requirements. Most of this information can be found on prior deeds and others on tax maps and subdivision plats which can be found on our website www.co.hocking.oh.us in .pdf form. There are times when our assistance may be necessary to acquire this information and we will be more than glad to help. **Our job however is to check deeds, not prepare or correct a description which has multiple pieces of information missing, so deeds may be sent back for even the smallest errors and omissions.**

Quality of copies is another big concern. This office will have no problem sending back a description for re-typing which is an obvious fax, copy of a copy or unreadable for some reason. This will be totally at our discretion and approval will not be obtained until a quality original is submitted.

To help make future records better and improve the deed approval process, an attempt needs to be made on the part of anyone preparing any Sheriff Deed description in Hocking County to obtain all of the above information (as it applies) and submit it in an acceptable form for approval by this office.

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