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

RE: Deed content and quality.

This letter was distributed in 2004:

On October, Fourth, 1996 the Hocking County Engineer, William R. Shaw and the Hocking County Auditor, Kenneth R. Wilson adopted, "Requirements For All Instruments Of Conveyance In Hocking County, Ohio" (see a complete copy on file in this office). Even with these requirements in place this office has been somewhat lenient with the content and quality of some deeds, land contracts, and affidavits.

Faxed copies and reduced descriptions have been a problem for a while now. We have and will continue to refuse faxed copies and descriptions we feel are "unreadable" or "unprintable". Some easily correctable errors and omissions, which may have been overlooked in the past, will now need to be dealt with.

To help keep county records in good shape and to avoid poor quality, incomplete or erroneous records, these requirements will be enforced more strictly. Please read carefully and make your current and future staff aware (feel free to make copies as needed) of these requirements. Following these requirements will prevent delays in transfer and recording times therefore saving time and or money for everyone involved.

It has been a while now since the previous letter was distributed and we still to this day receive faxed and poor quality descriptions attached to deeds for transfer. We have tried to be patient and have allowed some deeds which are border line and have sent back others. With this letter that will change.

Hocking County Minimum Requirements (see number 12 on attached page) states: “Any deed using an attached legal description, must be legible. Fax copies are not permitted.” The reasons for this should be obvious to anyone. A “faxed copy of a copied copy” or a very poor quality description will no longer be tolerated by this office. If a deed is not legible (by our standards) for whatever reason, it may be returned. This is unfortunate because of the time wasted and delays it may cause for the buyer and seller. Remember these are documents which will be scanned and will become a permanent public record. I would like to think that a little more effort now will be appreciated in the future.

Hocking County Minimum Requirements (see number 1 and 8 on attached page) states: “Lots in platted areas, which are shown on plats in the office of the County Recorder shall be described by lot number, name of addition or subdivision and with reference to a plat book or cabinet, and page or slide number” and that “The preamble of all descriptions shall state the following: State, county, township, range, township number, section or lot number, subdivision, quarter section and corporation or village”. Since 1996 this office has required this information on all deeds and we are glad to help out when we can by supplying it to you within reason, however, our job is not to prepare deeds and this is information you should be able to obtain on your own.

To make the deed approval process easier for all, please read and make everyone in your office aware of the requirements found on the attached page. These requirements were adopted 10-02-1996 and will be enforced by this office even more strictly now. We will have no problem sending a deed back, for corrections or re-typing, which does not follow these guidelines. This office has in the past let some of the above described problems continue; however, we are now to the point where it is getting out of hand. For the sake of the public and the records we have been entrusted to help maintain we feel this next step is required to ensure the content and quality is what the public deserves.

If you have comments or questions please feel free to contact this office at any time.

Frank Nelson, Head Draftsman
Wes Barber, Draftsman
Charles Worthington, Draftsman
Hocking County Drafting Department

**MINIMUM REQUIREMENTS FOR ALL INSTRUMENTS
OF CONVEYANCE IN HOCKING COUNTY**

(A COMPLETE COPY CAN BE OBTAINED FROM THE HOCKING COUNTY DRAFTING DEPARTMENT)

The following requirements are a revision of the requirements dated July 1, 1977 and January 1, 1989, which are hereby rescinded.

The following Requirements are now adopted and established in conjunction with the Hocking County Engineer and the Hocking County Auditor effective on this date: October 7, 1996.

ALL INSTRUMENTS MUST BE SUBMITTED TO THE HOCKING COUNTY ENGINEER'S MAP DEPARTMENT BEFORE CONVEYANCE AND/OR RECORDING INCLUDING THE FOLLOWING:

Existing descriptions of record, new surveys, new subdivisions, subdivision vacations, annexation descriptions and land contracts. This inspection is for accuracy of the description and compliance with all City, County and State regulations. Exempted from this are easements, mortgages and leases.

INSTRUMENTS SUBMITTED WILL BE SUBJECT TO THE FOLLOWING TRANSFER PROCEDURES:

A: Should the deed description be acceptable it will be stamped "Approved for Transfer by the Hocking County Engineer's Office".

B: Should the deed description be a transfer of an existing description which is in error and does not meet the Hocking County minimum survey standards for boundary surveys, it will be stamped "Error(s) in Description" with a brief explanation of the error and "Approved for Transfer by the Hocking County Engineer's Office". Deeds containing excessive or correctable errors will not be approved for transfer and will be returned for correction.

C: Should the deed description include a new division of property? Which is in error or does not comply with the Hocking County minimum survey standards for boundary surveys and all applicable County and City Planning, Health Department and Zoning requirements, it will be returned and will not be permitted to transfer.

REQUIREMENTS FOR TRANSFERRING EXISTING DEED DESCRIPTIONS:

1. Lots in platted areas, which are shown on plats in the office of the County Recorder shall be described by lot number, name of addition or subdivision and with reference to a plat book or cabinet, and page or slide number.
2. Each tract being conveyed shall state the prior deed reference at the conclusion of each tract.
3. Description(s) presented for transfer that differ in context from the prior recorded description will not be accepted for transfer. Description(s) with exceptions to the parent tract are permitted. Exceptions may be described by simply stating the prior instrument of record and acreage.
4. Changes from the previous description that involves scrivener errors, omissions or other obvious mistakes that were found to be correct on an earlier deed of record, are permitted in order for the description to be more accurately described.
5. Acreage within a vacated subdivision must have a new survey before transferring unless the tract can be described from an earlier recorded description and was previously accepted for transfer.
6. Descriptions such as quarter section (160 Ac.), 1/2 of a quarter (80 Ac.), 1/4 of a 1/4 section (40 Ac.) and fractional lots, all of record, are acceptable descriptions.
7. An affidavit involving real estate that is presented to the Auditor's Office shall have a copy of the property description attached.
8. The preamble of all descriptions shall state the following: State, county, township, range, township number, section or lot number, subdivision, quarter section and corporation or village.
9. Land contracts will be reviewed and stamped appropriately, and shall be treated and subject to all requirements for any new transfer.
10. All corrective deeds must state what is being corrected.
11. All conveyances must include the address of the grantee on the deed.
12. Any deed using an attached legal description must be legible. Fax copies are not permitted.
13. Witness signatures must specify as to whom; signatures must be legible or include witness' printed or typed name.

NOTE: As of February 1, 2002, two witnesses to signatures are no longer required

Signed By: William R. Shaw
Hocking County Engineer

Signed By: Kenneth R. Wilson
Hocking County Auditor

Adopted: 10-02-1996 1996.