DESCRIPTION PRE-APPROVAL SUBMISSION FORM

Submittals may be made via:
Mail or drop off: Tax Map Office, Room 227, 237 N. Main St., Lima, OH 45801
Fax: 419-228-7243 **Email**: deedreview@allencountyohio.com

Instructions: Fill out first box below and submit to the Tax Map Office for pre-approval. Once pre-approved, bring this form in along with the executed conveyance to the Tax Map Office for the appropriate description review stamp to be affixed to the final description within the conveyance document **prior to transfer at the auditor's office**.

Fill out before submitting: ☐ **NON-EXEMPT TRANSFER** ☐ **EXEMPT TRANSFER**
☐ **PRIOR DEED ATTACHED (only if prior to 1991)**

TAX-PARCEL(S)#:_____

SUBMITTING PARTY:_____

Return comments via: ☐ Fax _____ ☐ email_____
☐ mail (include self-addressed stamped envelope) ☐ pick-up

•••••••••••••••••••••••••••••••••• **AREA FOR TAX MAP USE ONLY** ••••••••••••••••••••••••••••••••••••••

Reviewed by Tax Map: _____ Date:_____

☐ **Description pre-approved for transfer**

☐ **Description pre-approved for transfer with edits (no need to resubmit)**

☐ **Corrections needed on the description (resubmit)**

Subdivision Lot	*Metes & Bounds*	*Condominium*
__ **Situated Clause**	__ **Situated Clause**	__ **Situated Clause**
__ **Lot Number**	__ **Twp, Range & Section**	__ **Unit Number**
__ **Subdivision Name**	__ **Closure**	__ **Condo Plat Name**
__ **Plat Book & Page**	__ **Acreage**	__ **Plat Book & Page**
__ **Prior Deed Reference**	__ **Prior Deed Reference**	__ **Declaration Vol. & Page**
__ **Parcel Number**	__ **Parcel Number**	__ **Prior Deed Reference**
__ **Property Address**	__ **Property Address**	__ **Parcel Number**
		__ **Property Address**
		__ **Amended Condo Language**

comments: _____

_____

_____

☐ **Description pre-approved for transfer with "Survey required for next transfer"**

☐ **New Survey required for this transfer**