

**DESCRIPTION PRE-APPROVAL SUBMISSION FORM**

**Submittals may be made via:**

**Mail or drop off:** Tax Map Office, Room 202, 301 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**
- Corrections needed on the description**

<i>Subdivision Lot</i>	<i>Metes &amp; Bounds</i>	<i>Condominium</i>
<input type="checkbox"/> <b>Situated Clause</b>	<input type="checkbox"/> <b>Situated Clause</b>	<input type="checkbox"/> <b>Situated Clause</b>
<input type="checkbox"/> <b>Lot Number</b>	<input type="checkbox"/> <b>Twp, Range &amp; Section</b>	<input type="checkbox"/> <b>Unit Number</b>
<input type="checkbox"/> <b>Subdivision Name</b>	<input type="checkbox"/> <b>Closure</b>	<input type="checkbox"/> <b>Condo Plat Name</b>
<input type="checkbox"/> <b>Plat Book &amp; Page</b>	<input type="checkbox"/> <b>Acreage</b>	<input type="checkbox"/> <b>Plat Book &amp; Page</b>
<input type="checkbox"/> <b>Prior Deed Reference</b>	<input type="checkbox"/> <b>Prior Deed Reference</b>	<input type="checkbox"/> <b>Declaration Vol. &amp; Page</b>
<input type="checkbox"/> <b>Parcel Number</b>	<input type="checkbox"/> <b>Parcel Number</b>	<input type="checkbox"/> <b>Prior Deed Reference</b>
<input type="checkbox"/> <b>Property Address</b>	<input type="checkbox"/> <b>Property Address</b>	<input type="checkbox"/> <b>Parcel Number</b>
		<input type="checkbox"/> <b>Property Address</b>

**comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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