

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 & Bounds</i>	<i>Condominium</i>
___ 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

comments: _____

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