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 PRIOR DEED ATTACHED (only if prior to 1991)		
TAX-PARCEL(S)#:		
, ,		
Return comments via: Fax email		
□ mail (include self-addressed stamped envelope) □ pick-up		
AI	REA FOR TAX MAP USE ONLY	•••••
Reviewed by Tax Map:		Date:
\square Description pre-approved for transfer		
\square Corrections needed on the description		
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
comments:		
comments:		
\square Description pre-approved for transfer with "Survey required for next transfer"		
\square New Survey required for this transfer		