

**WAYNE COUNTY SHERIFF  
Property Description Approval Form**

Case No. Court:

Property Address:

Plaintiff:

Defendant:

Submitted By:

Attorney & I.D. #:

Attorney's Phone #:

Contact Person:

Contact Phone #:

The attached legal description has been reviewed by the Tax Map Dept. The parcel number(s), the deed reference number(s), and the property address (in this order) must be listed under the legal description (no exceptions). You may use a copy of the prior deed, which will contain all of this information.

This document, along with the "stamped approval" legal description, must be attached to the Order of Sale when filed with the Wayne County Clerk of Court. So you will be submitting the Order of Sale, this Property Description Approval Form and the "Stamped approved" legal description.

Hand lettered documents may be rejected if the document is not legible or will not produce the department standards. Machine printed or drafted documents are preferred.

**\*\*\* Internal Use Only \*\*\***

The following information has been reviewed and verified by the Tax Map Dept.

Disapproved for the following reason(s):

\_\_\_ Legal description does not match information as submitted.

\_\_\_ Parcel number does not match legal description information as submitted.

\_\_\_ Legal Name does not match information as submitted.

\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This document information must be corrected and resubmitted for approval.**



**WAYNE COUNTY SHERIFF  
TRAVIS HUTCHINSON**

JUSTICE CENTER  
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**DETECTIVES**  
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FAX (330) 287-5762

**LAW ENFORCEMENT**  
(330) 287-5701

February 13, 2013

To: All Attorneys Issuing Praecipes for Order of Sales

Re: Required Sheriff's Deed Paperwork

We were recently informed by the Wayne County Tax Map Office of information that they now require for each Sheriff's Deed. Subsequently, we are passing this information along to you.

1. The Sheriff's Deed **should NOT** contain the wording **"et al"**, but should include all defendants listed in the "Defendant" section of the Property Description Approval Form.
2. There is a second page required to be attached to all Sheriff's Deeds. There is a sample of how a deed should look that you may print out with this letter. The "Prior Owner" section should also include all of the Defendants listed on the Property Description Approval Form.
3. Please include the court case number under the Revised Code number at the top of the deed.

If this paperwork is not completed correctly, unfortunately, we will have to return the Sheriff's Deed to your office for correction(s). The Tax Map Office and the Wayne County Recorder will no longer be accepting Sheriff's Deeds unless this information is correct.

If you have any questions regarding these changes, please contact our Civil Division at 330-287-5766.

A handwritten signature in cursive script that reads "Travis Hutchinson".

Travis Hutchinson  
Sheriff

House Bill 525, which went into effect on July 1, 2009, created standardization guidelines for sheriff's deeds. (ORC 317.114)

- Computer font size of at least 10 point
  - Minimum paper size of 8 ½ x 11
  - Black or blue ink ONLY
  - No use of highlighting
- Margins of 1 inch on each side of the page and on the bottom
- 3 inch margin on the top of the first page, reserved for recorder, auditor & engineer
  - 1 ½ margin on the top of each of the remaining pages

**SHERIFF'S DEED**

Revised Code § 2329.36

Case No.: {case number}

I, Travis Hutchinson, **Sheriff of Wayne County, Ohio**, pursuant to the Order of Sale entered on {date}, the Confirmation of Sale entered on {date}, and in consideration of the sum of {amount}, the receipt whereof is hereby acknowledged, does hereby **GRANT, SELL AND CONVEY** unto {purchaser}, its successors and assigns, {address}, all the rights, title and interest of the parties in Court of Common Pleas, Wayne County, Ohio, Case Number {case number}, {plaintiff} vs. {defendant/s}, and all pleadings therein incorporated herein by reference in and to the following Lands and Tenements situated in the County of Wayne AND State of Ohio, known and described as follows, to-wit:

\*\*\*\*\*

SEE COPY OF LEGAL DESCRIPTION ATTACHED HERETO MARKED EXHIBIT "A" AND, BY REFERENCE, MADE A PART HEREOF

Premises commonly known as: \_\_\_\_\_

Tax Mailing Address: \_\_\_\_\_

This deed does not reflect any restrictions, conditions, or easements of record.

Prior Owner: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Prior Instrument Reference: \_\_\_\_\_

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Travis Hutchinson, Sheriff of WAYNE County, Ohio

STATE OF OHIO            )  
  ) SS:  
COUNTY OF WAYNE    )

*The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by Travis Hutchinson, Sheriff of Wayne County, Ohio.*

\_\_\_\_\_  
**Notary Public**  
State of Ohio  
My Commission Expires  
\_\_\_\_\_, 20\_\_\_\_\_

This instrument was prepared by:

# NOTICE

As of 12/4/2013, all Sheriff's Deeds **MUST** use the original pre-approved, stamped and initialed in **RED** ink, Tax Map approved description with the embossed certified copy seal as the legal. You will no longer be allowed to attach a retyped or scanned copy of the legal.

Any legal without the embossed certified copy seal as of this date will be rejected.

All previously dated pre-approved legals will be allowed.

PLEASE, notify all of your staff about this change immediately.

Thank you,

Douglas Green  
Wayne County, Ohio  
Map Office Supervisor  
(330) 287-5496