

MONROE COUNTY AUDITOR
101 N. MAIN STREET ROOM 22
WOODSFIELD, OHIO 43793
PH: 740.472.0873

MONROE COUNTY MAP DEPT.
101 N. MAIN STREET ROOM 24
WOODSFIELD, OHIO 43793
PH: 740.472.0763

March 17, 2022

To: Attorneys, Surveyors, Abstractors, etc.
From: Denise Stoneking, Auditor
Eric Kilburn, Real Estate Supervisor
Tim Lumbatis, Tax Map Supervisor

RE: Conveyance Standards

The Monroe County Engineer's Map Office and the Monroe County Auditor's Office have implemented new conveyance standards for the county. These standards, effective on April 1, 2022, will govern any documents to be filed for transfer and/or recording which involve real estate. A copy of the new standards is attached.

I wanted to take this opportunity to give you a few very important details about how documents will be handled in the Auditor's Office from this date forward:

1. Transfers from a Trust will not be treated as a transfer between family members. If the Trust's vesting document was stamped "Survey Required for Future Transfer" the next transfer will not be treated as a "family transfer".
2. There will be no conditional transfers. For example, transferring a previously red stamped description with the understanding that the property will be re-surveyed at a future date.
3. Instruments of conveyance must be typed and legible. No handwritten corrections or additions will be accepted unless added by an approving office.
4. Previously recorded documents will not be accepted as exhibits for the purpose of providing a legal description.
5. Deeds may be held for up to three days for adequate review and processing for County Offices.
6. Deeds transferring more than one tract/parcel shall organize the document to separate each individual description.
7. Each tract being conveyed shall state the Auditor's parcel number.
8. Descriptions of parts of lots and out-lots of recorded plats, shall meet the same closure requirements and call quality as metes and bounds descriptions elsewhere in the county.
9. The use of general areas for a description of property, are not acceptable and will cause the property to tract to be stamped "survey required" regardless of the quality of the tract's description.
10. Rights-of-way for ingress and egress to new splits that are "land-locked" will be checked for adequate access. This also applies to land-locked remainders after new splits.
11. A legible legal or letter size plat of the survey shall be recorded with the deed. If it is not possible to attach a legible copy, language should be included that states that a more legible copy is available in the Map Department.
12. No more than 2 exceptions per tract will be approved.
13. Two descriptions present on the same deed that describe a tract of land in two different ways will not be approved.
14. No new tracts of land will be created by exception or reservation.
15. Survey plats for property being transferred must be submitted for filling in the Tax Map Office prior to the deed using the new survey description being recorded.
16. No more than 5 out-conveyances from any property may be transferred unless first filing a subdivision plat that meets the regulations of the Subdivision Regulations of Monroe County.