

To: All Monroe County Property Owners and Real Estate Professionals

From: Monroe County Engineer's Office

Date: October 31, 2024

Subject: Tax Map Department Service Disruption

Please be advised that the Monroe County Engineer's Office Tax Map Department is experiencing a significant disruption to its GIS mapping system. Due to this unforeseen technical issue, the Department will be unable to review and process deed descriptions that were not preapproved prior to October 31, 2024.

We understand that this may cause inconvenience, and we apologize for any delays or disruptions this may cause to your property transactions. Our team is working diligently to resolve the issue as quickly as possible.

To ensure a smooth process for future deed descriptions, we kindly request that all property owners and real estate professionals continue to, or begin to, submit deed descriptions for pre-approval prior to submission to the Recorder's Office. This will allow our staff to review the descriptions, once we have the capability to do so, and make any necessary corrections or adjustments before they are officially recorded.

We will provide updates on the status of the GIS mapping system and any changes to our services as soon as they become available. If you have any questions or concerns, please contact the following offices:

Monroe County Tax Map Office at (740) 472 – 0763 or mcmappedt@monroecountyohio.com

Monroe County Engineer at (740) 472 – 2537 or azwick@monroecountyengineer.com

Monroe County Auditor at (740) 472 – 0873 or denise.stoneking@monroecountyohio.com

Monroe County Recorder at (740) 472 – 5264 or annblockrecorder@monroecountyohio.com

Thank you for your understanding and cooperation.

Sincerely,

Amy Zwick

Monroe County Engineer