



TAX MAP DEPARTMENT DEED REQUIREMENT GUIDELINES

The Auditor is responsible for maintaining the tax roll. This includes a listing of all properties within the county, their owner(s), and valuation of the property and its attributes. An important part of this process is transferring property. This is completed through various instruments of conveyance, i.e. deed. The Tax Map Department requires the following items on the instrument of conveyance, and will verify, in good faith, those items in order to approve for transfer.

- ⊕ **PARCEL NUMBER(S):** The current Stark County Auditor's parcel number must be on the document. This unique identifier locates the property and allows us to begin to confirm the grantor's name, legal description, and consistencies with the Auditor's tax roll. Consider tax combines, vacated streets/alleys, etc.
- ⊕ **PRIOR REFERENCE(S):** This is a reference to a recorded document (recorded in the Stark County Recorder's office). This must reflect items such as where the grantor(s) obtained title to the property and the legal description of the property of interest. Refer to www.starkcountyohio.gov/recorder
- ⊕ **DEEDED NAME(S):** This is the grantor on the document. Our office verifies this by reviewing the prior reference(s) while also assuring that the grantor's name is identical to the prior reference(s). In the case of a name change, our office reviews that the grantor's name is exactly the same as the prior reference with a supporting HTTA, AKA, or NKA.
- ⊕ **LEGAL DESCRIPTION(S):** This is also verified with the prior reference(s) as well as the Auditor and Recorder's records including our maps, to geographically locate the description(s). The description must include (but is not limited to):
 - ✓ A statement of City, Township or Village, County and State.
 - ✓ A statement indicating lot/out lot number(s), the allotment name and recorded reference to the plat (when applicable).
 - ✓ A complete, legible, and valid description if described as metes and bounds. This description should match the surveyor's original, recorded description.

The Tax Map Department, under the Stark County Auditor, is willing to help in any way we can, but we are limited by law, ethics, and the public's best interest.

Please read below for helpful insight into what our office CAN or CANNOT help you with.

INSTRUMENT OF CONVEYANCE (DEED, ETC.):

WE CAN help explain each item under the guidelines and explain the resources we use to verify each.

WE CAN address any error/concern and explain why it is important that it be corrected.

WE CANNOT complete, fill out, or prepare an instrument of conveyance (deed, etc.)

WE CANNOT give legal advice, or give you specifics pertaining to intent of the document.

PARCEL NUMBER(S):

WE CAN assist you in obtaining a parcel number.

WE CANNOT gather a mass parcel list or create custom data sets. The capability/resource to do so is readily available online at www.starkcountyohio.gov/auditor

PRIOR REFERENCE(S):

WE CAN assist you in finding a readily available reference (property transferred after 1982) in the Recorder's Public Index Search at www.starkcountyohio.gov/recorder for older transfers, we can provide you with a transfer date to further assist you, and the Recorder's office, in finding the document.

WE CANNOT perform title searches, or do in-depth research into all items pertaining to title, nor can we search multiple prior reference(s) for numerous properties.

WE CANNOT confirm that the reference(s) we help you find are ALL reference(s) pertaining to title.

LEGAL DESCRIPTION(S):

WE CAN explain how to read and understand a legal description.

WE CAN show you how we have the property represented on our maps (for representation only).

WE CANNOT help you write a legal description.

WE CANNOT answer any questions or give legal advice on boundary disputes/concerns.

WE CANNOT confirm the intent of the document in relationship to the legal description.

DUE TO OHIO ETHIC LAWS, we are unable to recommend any private company, i.e. surveyors, title offices, attorneys, law firms, etc.

REMEMBER, IT IS IN YOUR BEST INTEREST TO CONTACT AN ATTORNEY OR LEGAL COUNSEL WITH HELP IN PREPARING ANY LEGAL DOCUMENTS. You may inquire how to do so through the Stark County Bar Association (a non-profit organization) at 330-453-0686.