



SCOTT M. KENT, SHERIFF  
CRAWFORD COUNTY SHERIFF'S OFFICE  
3613 STETZER ROAD  
BUCYRUS, OHIO 44820  
Phone: 419-562-7906 • Fax: 419-562-7912

## *DEED CHECKLIST*

PLEASE MAKE SURE YOUR DEED HAS THE FOLLOWING INFORMATION BEFORE SUBMITTING:

1. DEFENDANT'S NAME IN THE DEED MUST MATCH WHAT APPEARS ON THE ENGINEER'S APPROVAL SHEET.
2. ON PAGE TWO, THE GRANTEE'S ADDRESS MUST BE TYPED IN FULL AFTER THE WORDING... "SAID HEREINAFTER NAMED GRANTEE...."
3. A PROPERTY DESCRIPTION MUST BE WITH THE DEED, WHETHER YOU TYPE IT IN THE BODY OF THE DEED OR IT'S AN ATTACHMENT TO THE DEED A COPY OF THE ENGINEER'S DESCRIPTION, IT MUST HAVE THE PARCEL NUMBER(S) AND THE PRIOR DEED BOOK AND PAGE
4. THE SHERIFF'S NAME IS SCOTT M. KENT. RONNY J. SHAWBER RETIRED.
5. THERE MUST BE A LINE FOR THE SHERIFF TO SIGN ON. PLEASE FOLLOW THE DEED FORM LISTED ON OUR WEBSITE. USE THE TAB KEY (NOT THE RETURN KEY) AS THIS WILL NOT CHANGE THE SPACING AND LAYOUT OF THE DEED.
6. THERE MUST BE ROOM FOR NOTARY STAMP AND THE SHERIFF'S OFFICE SEAL WITHOUT GOING INTO THE MARGINS AS SPECIFIED IN THE GUIDELINES FROM THE OHIO RECORDER'S ASSOCIATION, HOUSE BILL 525. GOING INTO THE MARGINS WILL RESULT IN ADDITIONAL CHARGES BEING ASSESSED BY THE RECORDER'S OFFICE.
7. SHERIFF'S SIGNATURE AND THE NOTARY SIGNATURE MUST BE ON THE SAME PAGE.
8. DO NOT TYPE IN A NOTARY NAME IN THE NOTARY ACKNOWLEDGEMENT. RATHER THAN PUT A NAME, TYPE IN A LINE. WE WILL FILL IN THE CORRECT NOTARY NAME WHEN WE RECEIVE THE DEED.
9. IF YOU PREFER, YOU CAN USE A SHORT FORM DEED INSTEAD OF THE FORM ON OUR WEBSITE. PLEASE MAKE SURE IT HAS THE GRANTEE'S ADDRESS, PRIOR DEED, AND PARCEL # ON IT.

ANY QUESTIONS CALL (419) 563-2703 OR [SHERIFF.SALES@CRAWFORDCOUNTYSHERIFFOHIO.COM](mailto:SHERIFF.SALES@CRAWFORDCOUNTYSHERIFFOHIO.COM)