



STEPHANIE ANN GOFF, P.E., P.S.

GREENE COUNTY ENGINEER

615 Dayton-Xenia Road
Xenia, Ohio 45385-2697
Office (937) 562-7500
Fax (937) 562-7510

Checklist For Deeds

Parcel Number: _____

Note: This checklist is not intended to be all inclusive of the items checked or commented on. All users of this checklist must familiarize themselves with the Office of Greene County Engineer's Standards for Plat of Surveys, Legal Descriptions, and Records Plans along with the Ohio Administrative Code 4733-37 and Ohio Revised Code 711.01-40.

1. Grantor / Grantee Names correct
2. Preamble
3. Legal description
 - a. Lot
 - a. Lot number
 - b. Subdivision Name
 - c. Plat Book /Page NKA Plat Cabinet / Page
 - b. Acreage
 - a. Bearing / distance legal closes to county standards (1:10,000 or above)
4. All parcel numbers being transferred
5. If an easement is located on parcel ... need description and parcel number of easement
6. Deed Reference

Additional Comments:

For Office Use Only

Date Received: _____

Reviewer Initials: _____