

Licking County Sheriff

Randy Thorp

September 4, 2008

Office of the Sheriff
Licking County
Randy Thorp, Sheriff
155 East Main Street
Newark, OH 43055

Due to changes implemented in House Bill 138, the following will cover the new Licking County Local rules and Sheriff policies:

1. Prior to the Praecipe For Order of Sale being filed, the legal description must be sent to the Licking County Tax Map Department of the County Engineer's Office to be stamped, approved, and to have the property description form completed. You may fax the legal description over for a preliminary review prior to bringing in the original to be stamped.

NOTE: No copies showing previous stamps, signatures, dates, or that is in poor condition will be accepted.

- A. Licking County Engineer's Office, 20 S. 2nd St., Newark, OH 43055 (3rd Floor)
 - B. Licking County Engineer's Tax Map Dept., Fax No. 740-670-5295
 - C. Licking County Engineer's Tax Map Dept., Phone No. 740-670-5280
2. Praecipe For Order of Sale – The Praecipe must have the original stamped legal and property description form attached. The Praecipe will remain the same as it has always been.
 - A. Appraise (if it is an alias order, note with or without reappraisal)
 - B. Advertise – advertising will be (The Newark Advocate, 22 N. 1st St., Newark; Ph: 740-328-8806) for three (3) Thursdays with sale occurring thirty (30) days after first publication date. (If you would like additional advertising, please note that on the Praecipe.) Sec. 2329.26
 - C. Deposit – A deposit of one percent (1%) of the appraised value of the property will be required from the plaintiff at time of sale (day of sale). State a specific amount on the Praecipe for third-party buyers. (Example: Ten percent (10%) of appraised value or a flat fee of \$1,000 down on day of sale.)



Licking County Sheriff's Office
155 East Main Street
Newark, OH 43055
PH: 740-670-5555



3. Open House – Sec. 2329.272. If the property is knowingly vacant or abandoned, you will need to request an open house prior to advertisement. During the appraisal process, the appraisers and deputy will document if the property is “without a doubt, vacant.” If you wish to request an open house, additional fees will be included with the Sheriff’s Return filed with the Clerk of Courts (cost will be approximately Two Hundred (\$200.00) Dollars).
4. Purchaser Information Form – All winning bidders (plaintiff, defendant, or third party) will be required to fill out a Purchaser Information Form (Sec. 2329.271). If you are an out-of-town attorney and have a local bidder attending the auction, please include a completed Purchaser Information form with your bidding instructions. It is required to submit this form at the auction. The form will be a part of the court proceedings and will be filled in with the sheriff’s return. This form can be found at lcounty.com, civil division information site, Sheriff Sales. Other forms concerning Sheriff Sales can be found at this site.
5. Deeds – Sec. 2329.31(c) - The attorney representing the plaintiff shall prepare the deed and submit the following to the Sheriff:
 - A. Prepared deed, preferable 2-3 pages (witness signature is no longer needed)
 - B. Prepared conveyance form or exempt conveyance form
 - C. Conveyance fees (Two Dollars (\$2.00) per thousand and transfer tax \$0.50 per parcel). The winning bid has to be rounded to the nearest one hundred (100) and conveyance figured from that amount.
 - D. Recording fees – Two (2) pages \$28.00, three (3) pages \$36.00, four (4) pages \$44.00, etc. (each additional page is \$8.00).
 - E. \$75.00 and \$50.00 will be removed from your one percent (1%) deposit for recording the deed and for reviewing the deed.
 - F. All fees, all taxes, and any other monies due will be removed from the deposit. An additional payment or refund may be required.
 - G. Funds will be disbursed per confirmation/distribution entry.
 - H. Self-addressed, stamped envelope (for deed to be mailed back after it has been recorded).
 - I. Any special instructions, if needed.

If you should have any questions or concerns, you may direct those inquiries to Barb Gordon in our Sheriff’s Sale Division at 740-670-5544.

NOTE: All provisions of HB 138 will be enacted January 23, 2009, for Licking County.