

HANCOCK COUNTY SHERIFF'S OFFICE

A Community Oriented Policing Agency

Michael E. Heldman, Sheriff

How to Write the Confirming Entry Order

Example of How to Distribute the \$1,000.00 Deposit for Plaintiff Purchased Properties Due to House Bill 138

- A. First, to the Sheriff of this County, the Sheriff's Deed Filing Fee of \$75.00
- B. Second, to the Hancock County Recorder for the deed, the sum of \$28.00 for a 2 page deed and \$36.00 for a 3 page deed.
- C. Third, to the Hancock County Auditor, the conveyance fee, \$3.00 per Thousand and 50 cents for each parcel. (No conveyance fee due if the property is being conveyed to a government exempt agency) just the 50 cents for each parcel.
- D. Fourth, the remaining balance of the deposit shall be refunded to the attorney's office.

Sale Proceeds - Send Check For

1. First, to the Clerk of Courts, court costs which includes the Sheriff's Order of Sale fee of \$50.00 for the first tract, and \$25.00 for each additional tract. 419 424-7837, 419 424-7037 See ORC SEC. 311.17 (12)
 2. Second, to the Hancock County Treasurer, for real estate taxes which have been prorated to 30 days after the sale. 419 424-7213, 419 424-7214
 3. Any other costs to be paid. Example: water bill
 4. Third, the remaining balance of the purchase price shall be credited as a partial satisfaction toward the mortgage balance.
- Ü Send the deed, the completed conveyance form and a return envelope when sending the proceeds check.
- Ü If your office prefers to use the balance of the \$1,000.00 deposit toward the sale proceeds please specify that in your order. You then, will only need to send the difference.
- Ü We will promptly send the recorded deed and receipt back to your office in the provided envelope along with a check if the total amount is less than the \$1,000.00.

For a 3rd Party Purchase – Please include line items (A-C) and also line items (1-4)

Thank You,

Linda Ott, Civil Clerk 419 424-7239

lmott@co.hancock.oh.us

Administrative Offices
200 West Crawford Street
Findlay, OH 45840
Phone: 419 424-7097
Fax: 419 424-7078

Justice Center
200 West Crawford Street
Findlay, OH 45840
Phone: 419 424-7202
Fax: 419 424-7028

Rehabilitation & Opportunity Center
7746 CR 140 Suite C
Findlay, OH 45840
Phone: 419 424-7453
Fax: 419 424-7454

Web Address: hancocksheriff.org

EMERGENCY - CALL 911 or 419 422-2424