

THE OFFICE OF GUERNSEY COUNTY SHERIFF

Jeffrey D. Paden

PROPERTY DESCRIPTION I ORDER OF SALE

Plaintiff's agent/attorney must submit Property Description Approval Form to the Guernsey County Map Department located at the Guernsey County Administration Building, 627 Wheeling Avenue Cambridge, Ohio 43725, to have the full legal description approved.

The stamped approved Property Description Approval Form must be submitted with the Principal for the Order of Sale to the Guernsey County Clerk of Courts. The Clerk of Courts will forward the approved Property Description Approval Form and Order of Sale to the Guernsey County Sheriff's Office.

APPRAISAL

Property will be appraised using the legal description as approved. NOTE: Any discrepancy between the legal description and the appraisers' observations may cause a delay in the sale.

All appraisals are done from the outside of the property. The Guernsey County Sheriff's Office is not responsible for the condition of the buildings or property and therefore there are no guarantees. There was not an inside inspection of the property and the Sheriff is not liable for the condition of the buildings or property upon confirmation of the sale. Properties and buildings are sold as-is where-is.

Tax information can be obtained at the Guernsey County Treasurer's Office 627 Wheeling Avenue Cambridge, Ohio 43725. Phone 740.432.9278

Information concerning easements, restrictions, reservations, tax liens and zoning regulations of the record can be obtained at the Guernsey County Auditor's Office and the Guernsey County Recorder's Office 627 Wheeling Avenue Cambridge, Ohio 43725. Phone 740.432.9275

ADVERTISEMENT

The Plaintiff is responsible for advertisement of the property. Newspaper ads may now run a minimum of three consecutive weeks, on the same day of the week, in a newspaper of general circulation within the county.

Advertisements no longer need to include a full legal description. If a full legal description is not used the ad must contain the permanent parcel number, address of the parcel number and where the legal description or location may be obtained from the volume and page of the official record. The Guernsey County Map Department is located at 627 Wheeling Avenue Cambridge, OH. 43725. Phone 740.432.9277

The ad must contain the date, time and location of the sale, case number, parcel number, property address, location, township, city, county, and where the full legal description may be obtained from the volume and page of the official record.

Complete legal description can be obtained at the Guernsey County Recorder's Office 627 Wheeling Avenue Cambridge, Ohio 43725. Phone 740.432.9275

Ad must be prepared and pre-paid to the Daily Jeffersonian before the property is appraised and set for sale.

DAY OF SALE

Anticipated purchaser must have completed Purchaser Information Form and be ready to submit it to the Guernsey County Sheriff's Office at the time of sale. Purchaser Information Form can be downloaded from our website or may be picked up in our lobby at the Sheriff's Office.

Plaintiff's agent/attorney must file Assignment of Bid on the day of sale.

Third Party Purchasers Deposit will remain unchanged: 10% down of the appraised value due at the time of sale. Balance must be paid within 30 days of Confirmation of Sale. Deposit payment may be made by cash, personal check, money order or cashier's check.

Plaintiffs, Defendants and other Parties to the action will also be required to put a deposit down at the sale. This deposit must be able to support the cost of conveyance and recording fees. In order to afford plaintiffs to come prepared with a check, payable to the Guernsey County Sheriff's Office the following scale has been adopted:

Plaintiff 1% of appraised value (or \$200.00, whichever is greater)

Please Note: The Guernsey County Sheriff's Office has established a \$100.00 fee for conveying and recording a deed.

The Guernsey County Sheriff's Office will deduct Recording and Conveyance fees, plus Sheriff's Fee from the deposit. The remaining amount of deposit will be applied to balance of sale.

TERMS AND CONDITIONS OF SALE

Purchaser must abide by the terms and conditions of the sale, as follows:

Day of Sale- Pay required deposit.

30 days- Confirmation of Sale by Court

7 days- From confirmation deed must be received by Sheriff (prepared by Plaintiff) 30 days- From confirmation of sale; balance must be paid by Purchaser

14 days- From receipt of payment deed must be filed

NOTE: THIS COULD BE UP TO A TWO AND A HALF MONTH PROCESS.