



BRYAN DHUME, PE, PS - COUNTY ENGINEER

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### **Madison County Tax Map Office Deed Review Procedures**

#### **A. Pre-Approvals:**

Deliver a copy of the deed to be transferred in one of 3 ways:

1. Email a copy to [taxmap@madison.oh.gov](mailto:taxmap@madison.oh.gov) (Preferred)
2. Leave a copy in the Tax Map Office bin located at the Madison County *Engineer's* Office at 825 US 42 NE, London, OH 43140
3. Leave a copy in the Tax Map Office bin located at the Madison County *Recorder's* Office at 1 N. Main St., London, OH 43140

This process can take up to 5 days per the Conveyance Standards, however our goal is 1 business day. Please state if you would like the pre-approval emailed back or placed in a pickup bin for you to pick up.

#### **B. Approvals:**

Deliver the original deed (and pre-approval if you have one) to be transferred in one of 4 ways:

1. Leave original deed in the Tax Map Office bin located at the Madison County *Engineer's* Office at 825 US 42 NE, London, OH 43140
2. Leave original deed in the Tax Map Office bin located at the Madison County *Recorder's* Office at 1 N. Main St., London, OH 43140
3. Mail original deed to the Madison County *Engineer's* Office at 825 US 42 NE, London, OH 43140
4. Mail original deed to the Madison County *Recorder's* Office at 1 N. Main St., London, OH 43140

This process can take up to 5 days per the Conveyance Standards, however our goal is 1 business day. Please state if you would like the original taken to the next office or placed in a pickup bin for you to pick up.

\*\*\*\*Review of deeds walked in is not guaranteed due to the volume of surveys and deeds we are processing\*\*\*\*

#### **C. The Tax Map Office will get the stamp from Building and Zoning if one is required.**

#### **D. Take to the Auditor's Office next. They will transfer the property.**

\*\*\*\*If stated for the Tax Map Office to take original deed to the next office it will be dropped off to the Madison County Auditor's Office by the Tax Map Office\*\*\*\*

#### **E. Take to the Recorder's Office next. They will record your deed and the transfer.**

Bryan D. Dhume, PE, PS  
County Engineer