



November 24, 2008

Dear Attorney of Record,

Starting December 23, 2008, Clermont County Sheriffs Office will be implementing the new H.B. 138 rules. The changes are as follows:

Before the Sale:

- We **strongly recommend** that a Tax Map approved legal description be used when filing an Order of Sale.

At the Sale:

- A **deposit will be required for all sales.** For 3rd party sales, it remains 10% of the sale price. For all other sales, the amount will be **1% of the appraised value or \$500.00, whichever is greater.**
- A Purchaser Information Form will have to be filled out for each sale. A pre printed form with the property information will be available (see attached).
- A statement, listing pro rated taxes, assessments, interest and penalties as of 30 days post sale, will be supplied to the bank's representative.
- Clermont County Auditor's Conveyance Fee Statements will be available.

After the Sale:

- The sale must be confirmed within 30 days.
- Purchasers to pay balance due within 30 days of the Confirmation of Sale.
- The pro rated taxes, assessments, interest and penalties shall be discharged out of the proceeds of the sale. If the estimated amount is greater than what is actually payable when the deed is transferred to the purchaser, the difference shall be refunded to the purchaser. If this estimated amount is less than what is actually payable when the deed is transferred to the purchaser, the difference will be added to the next tax bill.
- The attorney of record will be responsible for deed preparation. The Sheriff's Office will be responsible for proofing, notarizing and the Sheriff's signature on the deed.
- Sheriff's Office is responsible for recording the deed within 14 days of payment of the balance due on the purchase price.

Please feel free to call with any questions.

Sincerely,

Sergeant Gary Payne

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