

Medina County Sheriff's Office - Neil F. Hassinger, Sheriff

Attorneys' Offices Foreclosure Information

The Medina County Sheriff's Office will now require a **10% deposit** of the **appraisal value** from all purchasers (**Plaintiff is 1%**) at the time of sale. We will only accept checks.

The following forms will now be **required** to be submitted by the plaintiff's attorney. All forms may be found on www.medinasheriff.com.

1) Medina County Property Description Approval Form - This form must be submitted for approval to the Medina County Tax Map Office along with the property legal description. Once approved by the Tax Map Office, both are submitted with the precipe for order of sale to the Clerk of Court.

2) Real Estate Judicial Sale Purchaser Information Form - This form is required to be submitted with all purchases at the time of sale along with a check for the 10% of the appraisal value (**1% if Plaintiff**).

3) Real Property Conveyance Fee Statement of Value & Receipt - This form must be completed by all purchasers. This form must accompany the Sheriff's Deed.

4) Sheriff's Deed - The deed form is available on the Sheriff's website for your use. The completed Deed, Conveyance Fee Form, and a prepaid delivery service envelope (as well as any other necessary forms) may be mailed or dropped off at the Sheriff's Civil Division located at 72 Public Square, Medina.

5) Confirmation Order - Within the Confirmation, the fees to be paid out should be listed as follows:

- First: Payable to the Clerk of Court
- Second: Payable to the Medina County Treasurer
- Third: Payable to the Medina County Sheriff...\$150.00 (flat fee)
- Fourth: Payable to the Medina County Auditor...\$3.00 per \$1000.00 plus .50 cents per parcel number.
- Fifth: Payable to the Medina County Recorder...\$28.00 for the first two pages and \$8.00 for each additional page.

The 10% deposit (1% if Plaintiff) will be applied to the above fees. Any remaining monies will be refunded to the plaintiff's attorney.