

**CAROL A. MEAD  
ASHTABULA COUNTY CLERK OF COURTS  
25 WEST JEFFERSON STREET  
JEFFERSON, OHIO 44047-1092**

REQUIREMENTS FOR ORDER OF SALE

WHEN FILING A PRECIPE FOR ORDER OF SALE, THE FOLLOWING INFORMATION IS REQUIRED:

1. PERMANENT PARCEL NUMBER
2. DESCRIPTION OF PROPERTY WITH CASE NUMBER, CAPTION, AND ENGINEERS STAMP OF APPROVAL
3. STREET ADDRESS
4. STATE IF PROPERTY IS TO BE APPRAISED OR FORMER APPRAISAL IS TO BE USED

IF APPRAISAL IS TO BE MADE, PLEASE REMIT APPRAISERS FEE OF \$150.00

FEE: \$900.00 PLUS \$150.00 IF APPRAISAL