

## Requirements for deeds to be accepted and processed by the Mahoning County Auditor's Office

Deeds dropped off for processing will be reviewed and if all requirements are met, the transfer will be processed.

If all requirements are not met, deed and all attachments will be returned for correcting and resubmitting.

All drop-offs must include a contact name and phone number. For more efficient service, place your documents in a folder or envelope and they will be returned to you the same way. Deeds must include:

Marital status of Grantor (married, single, husband and wife, etc)

Tax Mailing Address

Legal Description

Prior deed reference

Signature clause (Signed by Grantor and Spouse)

Notary clause and stamp

Name and contact information of person who prepared the deed

Completed DTE 100 or DTE 100 EX (Available on Deed Drop-off Table at Auditor's Office or Auditor website)

DTE 100 for transfers which involve an exchange of money (sale) which must include:

Lines 1 through 4 completed

Lines 8 through 11 completed

Line 7 F - Consideration for real property on which fee is to be paid (sale price)

Signature of grantee or representative and date

DTE 100 EX for transfers that do not involve an exchange of money (exempt) which must include:

Lines 1 through 4 completed

Lines 6 through 9 completed

Appropriate letter checked for Number 5 (Letter M requires an Affidavit of Facts at time of drop-off.)

Signature of grantee or representative and date

Correct fee amount. Checks are preferred. Blank checks will NOT be accepted. Separate check for each transaction. Checks made payable to the Mahoning County Treasurer.

Cash will be accepted. Exact change preferred.

All deeds that involve parcels in acreage, parts of platted lots or outlots must be dropped off at the Mahoning County GIS / Tax Map Department table in the lobby of 21 West Boardman Street for their review and approval before the parcel(s) can be transferred in the Auditor's Office.

If you have questions on any of these requirements, please call 330-740-2010 and press 0.

### Fees are as follows:

Transfers that involve an exchange of money –

Conveyance Fee - \$1.00 per \$1,000 of sale price (Sale price x .001)

Permissive Fee - \$3.00 per \$1,000 of sale price (Sale price x .003)

Transfer Fee - .50¢ per parcel (Number of parcels x .50¢)

Examples –

Sale Price for two parcels is \$60,000

Conveyance Fee = \$60.00 (\$60,000 x .001)

Permissive Fee = \$180.00 (\$60,000 x .003)

Transfer Fee = \$1.00 (2 x .50¢)

TOTAL FEES = \$241.00 (One check)

Sale Price for one parcel is \$80,575 (Round up to \$80,600)

Conveyance Fee = \$80.60 (\$80,600 x .001)

Permissive Fee = \$241.80 (\$80,600 x .003)

Transfer Fee = .50¢

TOTAL FEES = \$322.90 (One check)

Sale Price for one parcel is \$400

Conveyance Fee = \$1.00 (Any sale below \$1,000, the conveyance fee is \$1.00)

Permissive Fee = \$1.20 (\$400 x .003)

Transfer Fee = .50¢

TOTAL FEES = \$2.70 (One check)

Transfers that do not involve an exchange of money (exempt) -

Transfer Fee - .50¢ per parcel (Number of parcels x 50¢)

Deeds must then be recorded in the Mahoning County Recorder's Office. Please call 330-740-2345 for information.