

*AUGLAIZE COUNTY  
STANDARDS FOR CONVEYANCE  
OF REAL PROPERTY*

2026

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**AUGLAIZE COUNTY  
STANDARDS GOVERNING CONVEYANCES OF REAL PROPERTY**




Section 319.203 of the Ohio Revised Code (ORC) states, ***“The County Auditor and the County Engineer shall adopt standards governing the conveyance of real property in the County.”*** This section also states, ***“Before the County Auditor transfers any conveyance of real property presented to the auditor under Section 319.20 of the Revised Code, the County Auditor shall review the conveyance to determine whether it complies with the standards adopted under this section. The County Auditor shall not transfer any conveyance that does not comply with those standards.”***

In compliance with the ORC, the following standards are hereby adopted to govern survey plats and descriptions of real estate to be transferred. It is the intent of these standards to provide a consistent method of reviewing of legal descriptions, survey plats and eventually correct major errors that are found in existing legal descriptions. It is the objective of the Auglaize County Auditor and Engineer to provide the citizens of the County with the most accurate and detailed tax maps possible. The implementation of these proposed standards, along with these previously mentioned programs will eventually provide the citizens of this county with the most accurate set of tax maps possible.

Once the following standards take effect, the review and pre-approval process for all instruments of conveyance will be a requirement. This will help avoid delays and allow time for any and all necessary corrections. Documents will be reviewed on a “first in, first out” basis and ***will not be subject to any deadlines or closing dates.***

The following standards agreed to, adopted and amended, and attached hereto, shall be effective for all conveyances presented to the Auglaize County Auditor and Auglaize County Engineer on and after May 1<sup>st</sup>, 2026 and shall supersede the prior standards effective January 1<sup>st</sup>, 1997.

AGREED TO and ADOPTED THIS 1<sup>ST</sup> DAY OF MAY, 2026:

  
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 Andrew J. Baumer, P.E. P.S.  
 Auglaize County Engineer

  
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 Linda Bice  
 Auglaize County Auditor

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## SECTION I. TAX MAP OFFICE PROCEDURES

- A. All instruments of conveyance shall be Pre Approved by the Tax Map Office using the “AUGLAIZE COUNTY DESCRIPTION PRE-APPROVAL FORM”, before the date of submission for recording. **[See Attachments]**
- 1) This form can be found and downloaded by visiting the Auglaize County GIS website at <https://gis.auglaizcounty.org>
- B. All Documents must be completely filled out when submitted.
- 1) When necessary, Plats must accompany appropriate documents.
- C. The following documents require Tax Map Office approval prior to being recorded:
- 1) Deeds - including Warranty, Quit Claim, Fiduciary, Survivorship, Sheriff’s, Judgement, Certificates of Transfer of Real Estate and Affidavits of Transfer of Real Estate.
  - 2) Corrective Deeds - explanation of corrective actions shall be clearly stated.
  - 3) Lot Splits
  - 4) Subdivision Plats
  - 5) Description for Land Contracts
  - 6) Condominium Plats - dedicator’s plat, legal description.
  - 7) Vacation Plats of Streets and Alleys.
  - 8) Dedication Plats
- D. The Tax Map Office approval shall be obtained before these documents are submitted to the Auglaize County Auditor and the Auglaize County Recorder.
- E. No document shall be approved if the legal description is not legible. This includes, but not limited to, smearing, poor copies, reduced fonts, legal written in all capital letters, those not following the surveyor’s original formatting (E.g. paragraph format not followed) or poor penmanship.

- F. Instruments of conveyance shall provide a space of 2 x 2 inches to permit placement of an “Approval” stamp on a page containing the legal description.



- G. A surveyor’s plat must be on file with the Tax Map Office for any instrument which contains a legal description based on a new survey. Plat must be full-scale, clean, legible, and complete as obtained from the surveyor.

- H. The following documents DO NOT require Tax Map Office approval:

- 1) Annexation Plats
- 2) Easements
- 3) Descriptions for Mortgages and Leases
- 4) Mortgage Location Surveys

## SECTION II. EXISTING DESCRIPTIONS

“*Existing Description*” is defined as the legal description which appears on the most recent proceeding instrument of conveyance (deed form) on record in the office of the Auglaize County Recorder (mortgages, mineral deeds, land contracts, and lease descriptions are excluded).

- A. If an existing description is ambiguous or deficient, one (1) transfer will be allowed and the document will be stamped “New Survey Required Next Transfer”. An accurate survey with metes and bounds description shall be required before any additional conveyances can occur. However, if an existing description is so poorly written or deficient that it cannot be adequately located and identified for tax purposes, a survey may be required without being allowed the one (1) transfer previously mentioned.

**NEW SURVEY REQUIRED**

**NEXT TRANSFER**

- B. Any parcel previously stamped “New Survey Required Next Transfer” will not be allowed additional conveyances without a new survey unless the conveyance is the result of the death of a current owner under a Transfer on Death that was officially recorded.

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- C. Descriptions shall not be “reformatted”. In general, existing descriptions must be described as witnessed by the previous instrument of record. It is sometimes necessary to go back further in the chain of title to find an acceptable description before it was reformatted. The correction of typographical errors, omissions, or other obvious mistakes will be permitted to make the description more accurate. Any correction which significantly changes the parcel or its location must reference the previously recorded deed in which it was found.
  
  - D. An existing description shall be changed to reflect the revised situate (village or township, etc.) when it has been incorporated into a municipality or other political subdivision by means of annexation since the previous conveyance.
  
  - E. In addition to items listed under sections B and C, descriptions to convey condominium units shall refer to the document and plat by which the condominium was created. When new phases are added by amendments to the original condominium, deed references and plat references to said amendments shall be incorporated as part of the description to convey all new and existing units.

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### SECTION III. ALL DESCRIPTIONS

- A. All descriptions for conveyance of real estate shall be checked by the Tax Map Office to identify and verify the parcels to be conveyed.
- B. A previously recorded document shall not be used as a new instrument of conveyance. Likewise, a previously recorded document shall not be attached as an exhibit in order to create a new instrument of conveyance.
- C. Instruments of conveyance shall state grantor, grantee, political location, geographical location, book volume and page reference for most recent deed by which the grantor took title (denoted as DV or OR), adequate legal description of the property, parcel number, plat reference for any parcel and/or exception with a recorded survey (identified as either Plat Volume or Plat Book), and surveyor's name and registration number (for parcels with new surveys).
- D. Description for a lot designated by number in a platted and recorded subdivision or town layout shall state the geographic and political location, correct lot number, complete name of the subdivision, and plat volume and page (identified as either Plat Volume or Plat Book).
- E. When an area to be conveyed originated by means of a vacation of any road or alley, a specific description by metes and bounds shall be used. Existing vacations without metes and bounds are to make reference to the record of said vacation proceedings.
- F. Vague or inaccurate descriptions will require a new survey next transfer in order to transfer. Terms such as "in a northerly direction", "from thence to the place of beginning", "with the meandering of the stream", given number of acres off an end or any side, etc. that are not a definite or adequate description will not be accepted. Parcels must have an acceptable tie to a section, quarter-section, or military lot corner.
- G. Town lots or outlots shall be surveyed in cases where the original layout has insufficient information with regard to location, size, area, etc...
- H. Any area being conveyed shall have an accurate description, including all residual parcels with exceptions to title. If an exception description proves to be inadequate, a survey will be required to convey the residual parent parcel.

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- I. When a parcel is in more than one section and/or lot, the acreage total and an acreage breakdown per section and/or lot shall be noted at the end of the legal description.
  - J. Separate parcels and written descriptions are required when a property crosses from one taxing district into another.
  - K. When a single document contains multiple parcels to be conveyed, the grantor(s) shall be identical and the grantee(s) shall be identical for all described parcels.
  - L. All corrective documents shall explain the corrective action being taken and cite the recording information of the document being corrected. This explanation shall appear on the face of the document.
  - M. Parcel numbers shall be included on the instrument of conveyance following each parcel described.
    - a. Parcel numbers consist of 11 digits that contain a letter to represent the township (jurisdiction) as the first digit. The second and third digit represent the school district, the fourth, fifth and sixth digit represents the section number in unincorporated areas, the seven, eight and ninth digits are arbitrary and the final two determining the parcel's split offs.
    - b. Current parcel numbers must be identified for existing parcels. In the case of splits, identify the parcel number the split is coming out of for example...**out of Parcel M3920000500**. In the case of a merge or resurvey, identify all parcel numbers involved and if all or part of the parent parcel is involved for example...**out of Parcel M3920000500 and all of Parcel M3920000500**.
  - N. In the case of multiple parcels on one deed, each parcel shall be identified as Tract 1 or Parcel 1, etc. The tract or parcel heading, as well as the headings for exceptions, shall be in bold type and/or underlined to make them prominent in the description.
    - 1) For example:  
**Tract 1:** and **Excepting from Tract 1 the following:**

- O. When a new legal description is put on record for the first time, the document of conveyance shall have attached as an exhibit a copy of the original signed and sealed metes and bounds description provided by the surveyor. The legal description shall not be retyped. These metes and bounds descriptions shall conform to the standard guidelines employed by the county recorder. ***The Minimum Standards for Boundary Surveys in O.R.C. 315.251 and Standards for Boundary Surveys in O.A.C. Chapter 4733-37 of the Ohio Administrative Code.***
- P. Mineral deeds are subject to these standards. A metes and bounds description that is adequate to locate the perimeter of the surface under which the minerals are located shall be included on the document. The conveyance shall be required to meet the same sufficiency of description and survey requirements as surface land. Mineral deeds shall reference the auditor's permanent parcel numbers for the corresponding surface parcels described.
- Q. Division of any parcel of land shall require a new survey, a plat, and a written metes and bounds description on a document of conveyance.
- R. The conveyance of a portion of a lot in a town layout shall be by metes and bounds description and include a reference to a verified fixed monument when possible.
- S. The portion of any alley or street to be vacated shall be described by metes and bounds and shall be shown on a plat. In cases where the portion vacated is bounded by more than one property owner, separate descriptions are required to reflect the areas reverting to the appropriate adjacent property owners.
- T. All conveyances must meet requirements under the Auglaize County Subdivision Regulations.
- U. When the owner of a parcel has obtained a new boundary survey of the property, the legal description of said survey shall be placed on record by recordation of a deed and plat prior to approval of any further splits therefrom.
- V. No document shall be approved that creates a landlocked parcel, which is any tract of land that has no public road frontage. Transfers of previous landlocked parcels will require a Perpetual Ingress/Egress Easement for any future transfers.

- W. All divisions of an existing parcel of land governed by Chapter 711 of the ORC shall be approved, stamped and signed on the original survey by either Auglaize County Regional Planning; for plats not within a Municipality, of St. Marys City, Wapakoneta City, Minster Village, New Bremen Village, New Knoxville Village, Waynesfield Village, or Buckland Village authority.
- X. When a survey plat indicates that a parcel is intended “to go to adjoiner”, or similar language is used, said surveyed parcel shall be deeded to the exact name as is currently on record for the parcel to which it adjoins. This statement, “to go to adjoiner”, shall be considered a restriction as per the survey plat and will be enforced on all subsequent conveyances of said parcel until a new plat removes the restriction.
- Y. Conveyances that meet the acceptable standards under ORC, such as Certificates, Affidavits, and Court Orders, will be reviewed by the Tax Map Office, if these descriptions are found to be insufficient in accuracy or detail these legal descriptions will be stamped “ Survey Recommended Before Next Transfer”, with the following conveyance to receive the “New Survey Required Next Transfer” stamp.

**SURVEY RECOMMENDED  
BEFORE NEXT TRANSFER**

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## SECTION IV. EXCEPTIONS

“*Exception*” is defined as any tract of land excluded from the **description** of the parent tract.

- A. Exception descriptions shall be placed immediately following the parcel from which they are excepted. If the exception is out of more than one parent tract the exception description shall follow the last described parent tract and the tract numbers shall be identified in the exception statement.

1) For example:

**Excepting from Tracts 1 and 2 the following:**

- B. If an exception comes out of more than one parcel, all parent parcels shall be described. If this is not possible due to transfers or new surveys of one or more of the parent parcels, the residual parcel will require a new survey in order to transfer.
- C. An exception description shall be recited verbatim as it appeared on the original deed by which it was first conveyed, state the total area excepted out, and include the volume and page of any recorded plat (identified as Plat Volume or Plat Book).
- D. Exceptions shall be accurate and easily located on the Tax Map with all boundaries clearly defined. If an exception description is deemed inaccurate, the parent parcel shall be resurveyed in order to transfer.
- E. A new parcel cannot be created by means of an exception or reservation.
- F. Each parent parcel shall have no more than four (4) exception descriptions. More than four (4) exception descriptions will require a new survey of the remaining acreage when the balance of said parent parcel is conveyed. A Parent Parcel is any tract of land with a metes and bounds survey over 5 acres or an original government survey description ex: The Southeast Quarter of the Northwest Quarter of Section number Twenty-nine (29), Township Five (5), Range Four (4) East, containing Forty (40) acres.

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## SECTION V. COURT DEEDS

- A. Court ordered conveyances resulting from Federal Court, Bankruptcy Court, Probate Court, Court of Common Pleas, Sheriff's deeds, deeds upon foreclosure, partition (divorce or dissolution), and by a trustee in bankruptcy shall be accepted even when the description was previously stamped "New Survey Required Next Transfer". It shall be clearly stated on the face of the document that it is a court ordered conveyance and cite a reference to where said order can be found.
- B. When the legal description does not meet these Standards for Conveyance, said description will be allowed to transfer one (1) time only on the court deed. Any subsequent transfer shall require a new survey, plat, and legal description.

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## SECTION VI. LAND INSTALLMENT CONTRACTS

- A. The Tax Map Office shall review and stamp descriptions on all land contracts prior to submittal to the Auditor's Office and Recorder's Office for recording.
- B. Legal descriptions which appear on any land installment contract shall be for existing parcels of record which will be reviewed for compliance with these minimum conveyance standards.
- C. Land installment contracts shall contain a legal description of the property conveyed and be by metes and bounds or lot numbers of a recorded plat and include a description of any portion of the property subject to an easement or reservation, if any.
- D. Recording of the land contract does not waive the requirements of any governing authorities which may be in effect at the time of transfer.

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## SECTION VII. NEW SURVEY PLATS

- A. All survey plats shall be filed with the Tax Map Office. Additionally, the surveyor shall submit a metes and bounds description for each parcel on said plat.
- B. The Tax Map Office shall determine the sufficiency of all survey plats and descriptions submitted for transfer and recording.
- C. A surveyor shall prepare a scale drawing for new metes and bounds descriptions created by survey.
- D. Plats shall be drawn on 8 ½" x 14" up to a maximum size of 24" x 36". Space shall be provided on all plats to accommodate approval and recording stamps.
- E. As specified by the Auglaize County Recorder's Office, Subdivision, Condominium, Vacation, Annexation and Dedication Plats shall be drawn and submitted on 18" x 24" paper in a medium that does not rub or flake off.
- F. Newly created Survey plats shall meet and include the requirements listed on the Auglaize County Tax Map Survey Plat and Legal Description Review Checklist as follows:
  - a) A title such that the general location of the subject survey can be readily identified and page number if more than one page.
  - b) The quarter-section, section number, township and range number, Virginia military survey # and political subdivision in which the parcel is located
  - c) A north arrow and scale of the plat
  - d) A clear statement as to the basis of the bearings (GPS shall be used if available through the County Engineer)
  - e) A beginning point referenced to a known monumented point such as a section corner, quarter-section corner, sixteenth section corner, or a lot corner of a recorded subdivision.
  - f) Existing and proposed property lines described by bearings (DMS) and distances to the nearest 1/100th foot.
  - g) All monumentation either found or set, together with a legend of the symbols used to identify the type, size and material of each monument, iron pins to be set at, or referenced to, the corners and the intersection of all property lines with existing road right of way

- lines.
- h) Adjoining landowner's names, deed volumes and page numbers
  - i) Names and references to all roads, rivers, streams, railroads, or easements that cross or occupy the subject parcel
  - j) The acreage of existing road right of way that occupies the subject parcel
  - k) Whenever a new metes and bounds description encompasses two existing parcels, two sections or two taxing districts, a breakdown of the total area must be shown
  - l) The professional surveyor's printed name, address and registration number
  - m) A surveyor's clause stating that the plat represents an actual survey and the date it was performed
  - n) The original ink signature of the professional surveyor and the date signed
  - o) The surveyors seal with his or her name and registration number
  - p) References to other pertinent documents used to prepare the plat
  - q) The name and registration number of the professional surveyor and any other referenced survey
  - r) The listing of state plane coordinates is optional but may be requirement of future standards as part of a county-wide network.
  - s) Signatures if required: Health Department, Township Zoning & Regional Planning
  - t) Show FEMA Flood Hazard Zones, statement property is or is not in FEMA Flood Hazard Zone, specify FEMA panel Map and date.
- G. When a new survey is found to have significant differences from the document of record or from surrounding parcels, the surveyor shall place a note of explanation on the survey plat citing the differences and data used to support the new survey.
- H. When a surveyed parcel is taken from more than one section, lot, or parent tract, these existing divisions shall be shown on the plat in linework distinctively different from the survey boundary lines.
- I. Separate parcels and written descriptions are required when a survey crosses from one taxing district into another.
- J. Surveys of town lots can include multiple lots as long as the original lot numbers and boundaries are well defined on the plat. If these combined lots are later separated, a new survey of each lot must be provided.

- K. Any easement that effects or provides access to the land being surveyed, or the residual land, shall be shown on the plat. A description of said easement shall be included in the legal description.
- L. If an unrecorded survey plat is more than one (1) year past the date of survey, the plat must be updated with current information before it can be used to convey property.
- M. New surveys shall have no exceptions thereto when being placed on record the first time
- N. Formal subdivision plats shall be subject to these standards and the Auglaize County Planning Commission's "Subdivision Regulations".
- O. A "Plat to Vacate Subdivision" shall be created when any part of a lot, a complete lot, or all of the lots in a subdivision are removed from said subdivision. The vacation plat shall be signed by owners of all lots in the original subdivision and any subsequent additions or re-plats thereof. Since vacated lots no longer exist, a new plat and metes and bounds description shall be put on record for the resulting parcels immediately following the vacation process.

Additionally, all new survey plats, and metes and bounds descriptions shall satisfy requirements as set forth in the most current version of ***The Minimum Standards for Boundary Surveys in O.R.C. 315.251*** of the Ohio Revised Code and ***Standards for Boundary Surveys in O.A.C. Chapter 4733-37*** of the Ohio Administrative Code.

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## SECTION VIII. NEW SURVEY DESCRIPTIONS

A. All new metes and bounds descriptions shall incorporate the following:

1. LEGAL DESCRIPTION: Legal descriptions shall be based upon a boundary survey and shall be submitted on 8 ½" x 14" paper survey sheets and shall contain the following:
  - a) The parcel number (for lot splits, use ***"being a part of"*** and list the original parcel number).
  - b) The quarter-section, section number, township and range numbers, and political subdivision in which the parcel is located.
  - c) A beginning point referenced to a known monumented point such as a section corner, quarter-section corner, sixteenth section corner, or a lot corner of a recorded subdivision.
  - d) A metes and bound description of the parcel (unless a subdivision lot) which shall have an error of closure ratio of not less than 1 to 10,000.
  - e) Distances listed to the nearest hundredth foot.
  - f) Bearing listed in degrees, minutes and seconds bases upon GPS documentation, if available, at the time of the survey, by the County Engineer.
  - g) Calls to and description of all monuments set or found.
  - h) The acreage of the parcel described, to the nearest thousandth of an acre, for each quarter section in which the parcel is located.
  - i) A statement that the description is subject to all legal highways and easements of record at the time of recording of the instrument.
  - j) The deed volume and page number of prior deed reference.
  - k) A reference to the basis of bearings used (GPS, if available).
  - l) The name and registration number of the professional surveyor that prepared the description.
  - m) A lot in a recorded subdivision shall have listed the lot number, subdivision name, plat book and page number in the description.
  - n) **"Save and except"** clauses are not acceptable for new descriptions.

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- o) **EASEMENT** - Any easement that affects or provides access to the land being surveyed shall be included in the legal description.
- B. All new metes and bounds descriptions shall close within a mathematical tolerance; in closure of the property boundary does not exceed 0.02 feet in latitudes and 0.02 feet in departure. Directional error thus shall not exceed one-ten thousandths of a radian or twenty-one seconds of arc. When the reported distance is less than two hundred feet, the linear error shall not exceed 0.02 feet.
- C. See **ALL DESCRIPTIONS**: A copy of the original signed and sealed surveyor's description shall be attached as an exhibit on the document of conveyance. The metes and bounds description shall conform to the standard guidelines employed by the county recorder.

Additionally, all new survey plats, and metes and bounds descriptions shall satisfy requirements as set forth in the most current version of ***The Minimum Standards for Boundary Surveys in O.R.C. 315.251*** of the Ohio Revised Code and ***Standards for Boundary Surveys in O.A.C. Chapter 4733-37*** of the Ohio Administrative Code.

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## SECTION IX. CONDOMINIUMS

- A. Condominiums will generally be viewed as subdivisions.
- B. A surveyor shall create a plat showing the land to be held in the condominium name and include a legal description of the same to be used in the document creating said condominium.
- C. Drawings shall be included for recording that show the square feet of units, unit location, common area, and limited common area of the condominium.
- D. In addition to items listed under sections B and C, descriptions to convey condominium units shall refer to the document and plat by which the condominium was created. When new phases are added by amendments to the original condominium, deed references and plat references to said amendments shall be incorporated as part of the description to convey all new and existing unit.

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## **SECTION X. AUGLAIZE COUNTY AUDITOR'S OFFICE**

### **The following documents/transfers require the Auditor's Office approval:**

All documents for conveyance of real estate Formal Subdivision plats and  
Condominium plans

Documents and plats for dedication and vacation

Life Estates

Land Contracts Mineral Deeds

Easements/Rights-of-way for ingress and egress Transfer of Manufactured  
Homes and Mobile Homes

## **SECTION XI. AUDITOR'S OFFICE PROCEDURE**

- A. The Auditor's Office will make every effort to check documents for sufficiency and complete the process "on demand". However, it should be understood that this is not always practical and more time may be necessary for complicated transactions.
- B. The document of conveyance must have the original signature of the grantor or affiant. For a court order, a copy may be used so long as the copy bears the signature of the judge and shows on its face that it has been filed with Clerk of Courts or is a certified copy from the Clerk of Courts.
- C. All documents shall provide a space of sufficient size to permit placement of the appropriate Auditor's Office stamp.
- D. Prior to processing, the Auditor's Office will verify the existence of Tax Map Office approval stamp. Said documents will only be processed if properly and completely stamped.
- E. The Auditor's Office will not transfer a Manufactured Home or Mobile Home without the Auglaize County Treasurer's stamp showing the taxes have been paid on said home.

## SECTION XII. FORMS

*All forms cited below are available at the Auglaize County Auditor's Office.*

A. All instruments of real estate conveyance shall be accompanied by one or more of the following properly completed forms as they apply:

1. **DTE 100 Conveyance Fee Statement of Value and Receipt** – This form is used when the conveyance includes a sale of the property for a dollar amount. The form must be completely, accurately, and legibly filled out and submitted to the Auditor's Office along with the legal document and any other required documentation (for example – an affidavit or a signed closing statement).
2. **DTE 100 EX Statement of Reason for Exemption from Real Property Conveyance Fee** – This form is used when the transaction is exempt from conveyance fees. This form must be completely, accurately, and legibly filled out and submitted to the Auditor's Office along with the legal document.

*\*\*Please note, an affidavit or other documentation may be required for any exemption reason. Said affidavit must be signed by a person who knows the facts of the transaction and that signature must be notarized.*

3. **CAUV (Current Agricultural Use Value)** – If the grantor (seller) was qualified for CAUV for the preceding or current tax year, mark "YES" and complete **DTE Form 102**. If the grantor was not eligible, mark "NO".
4. **Homestead Exemption** – If the grantor (seller) was qualified for the Homestead reduction for the preceding or current tax year, mark "YES" and complete **DTE Form 101**. If the grantor was not eligible, mark "NO".

B. All transfers of Manufactured Homes and Mobile Homes must comply with ORC Section 4503.06. Said transfer shall be accompanied by a properly completed form as applies:

1. **DTE 100M Manufactured or Mobile Home Conveyance Fee Statement of Value and Receipt**
2. **DTE 100M EX Statement of Reason for Exemption from Manufactured and Mobile Home Conveyance Fee**

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### SECTION XIII. MINERAL DEEDS

- A. Any conveyance of minerals or mineral rights is subject to these standards.
- B. Any severance of Mineral Rights, whether by conveyance or reservation, is an absolute conveyance and will cause the Auditor's Office to create a separate tax parcel for the Mineral Rights.
- C. A reference by volume and page to the document of record by which the transferor acquired title to the minerals shall be included on the new conveyance document. A copy of the source document must accompany the new instrument. *(This copy is for informational purposes only and will not be recorded.)*
- D. The same forms apply to the conveyance of Mineral Rights as apply to the conveyance of real estate.

## SECTION XIV. TRUSTS

- A. Before any real property that is in the name of a Trustee of a Disclosed Trust can be transferred or conveyed from the trustee, the trustee shall record an Affidavit Relating to Title (containing a legal description of the land involved) pursuant to ORC 5301.252 or a Memorandum of Trust pursuant to ORC 5301.255.

*(These affidavits relating to title and memorandums of trust do not convey the real property but are used to identify the grantor, trustees, and successor trustees as well as the basic details of the trust.)*

- B. When an **Affidavit of Successor Trustee** pursuant to ORC 5302.171 is presented to the Auditor's Office in order to remove a trustee(s)' name from the tax record and replace it with a successor trustee, said affidavit shall include a legal description of the real property involved and a reference to the deed or instrument vesting title in the trustee(s). This affidavit shall be transferred with the Auditor's Office and recorded with the Recorder's Office.

- C. In the event that a successor trustee appears as grantor on a document of transfer or conveyance, one of the following shall be required to be recorded at the County Recorder's Office to explain how the person or entity now holds title as successor trustee:

1. **Affidavit of Successor Trustee** pursuant to ORC 5302.171, including a legal description of the land involved.
2. **Affidavit Relating to Title** pursuant to ORC 5301.252, including a legal description of the land involved.
3. **Memorandum of Trust** pursuant to ORC 5301.255.

*If said document is already of record, reference to the volume and page of recordation shall be noted on the new document of conveyance. A copy of said recorded document shall also be presented to the Auditor's Office for informational purposes.*

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## SECTION XV. FEES

A. Transfer and conveyance fees are required at the time documents are presented to the Auditor's Office for approval. Checks should be made payable to the Auglaize County Treasurer.

***Please do not include payment to other offices (for example – recording fees) in this check.***

B. Fees charged by the Auditor's Office for mineral documents and easement documents are the same as transfer and conveyance fees for real estate.

C. Checks presented to the Auditor's Office must be accurate. The office is not able to provide change for checks written for more than the amount due. The office is unable to keep excess funds. Customers may add money to a check amount either in cash or an additional check if the original check provided was for a lower amount than the amount due. The Auditor's Office will not accept blank checks to be left and filled in by office staff. Please calculate the fees prior to dropping off documents for processing.

D. Any person who stops payment on a check, which has been presented to transfer property, including transfers relating to the Forfeited Land Sale (and all associated fees) will be referred to the Auglaize County Prosecutor's Office.



# AUGLAIZE COUNTY STANDARDS GOVERNING CONVEYANCES OF REAL PROPERTY



## ATTACHMENTS

*The attached forms are current and effective as of the date of adoption of these standards. All forms are subject to change at any time. Please ensure you using the updated forms located on Auditor or TaxMap website.*



### AUGLAIZE COUNTY DESCRIPTION PRE-APPROVAL FORM



**Submissions may be made via:**

Mail or drop off: Map/GIS Office, 209 S. Blackhoof St., Suite 104, Wapakoneta, OH 45895  
Fax: 419-739-6741  
Email: MapOffice@AuglaizeCounty.org

**Instructions:** This form is required for all submissions for pre-approval at Auglaize County. Once an acceptable conveyance pre-approval has been granted, this form is required along with the executed conveyance to the Auglaize County Map Office for the appropriate stamp to be affixed to the description within the conveyance document. This must be completed prior to transfer at the Auglaize County Auditor's Office.

TAX PARCEL(S) #: \_\_\_\_\_

SUBMITTING PARTY: \_\_\_\_\_

Return comments via:     Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Mail (include self-addressed stamped envelope)

Pick-up in person

\*\*\*\*\* AREA FOR MAP OFFICE USE ONLY \*\*\*\*\*

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Contact County Engineer about sewer payment prior to closing.

**Acceptable Conveyances:**

Description pre-approved for transfer.

Description pre-approved for transfer with "New survey required next transfer".

Description pre-approval for transfer with "New survey recommended next transfer".

**Rejected Conveyances (Must be resubmitted for an Acceptable Conveyance):**

Correction needed on the description before transfer.

New survey required before this transfer.

<https://gis.auglaizecounty.org/preapproval/>



AUGLAIZE COUNTY
STANDARDS GOVERNING CONVEYANCES OF REAL PROPERTY



20370102

Real Property Conveyance Fee
Statement of Value and Receipt

DTE 100
Rev. 5/20

If exempt by Ohio Revised Code section 319.54(G)(3), use form DTE 100(EX).

TYPE OR PRINT ALL INFORMATION.

Table with 5 columns: Type instrument, Tax list year, County number, Tax. dist. number, Date

Property located in \_\_\_\_\_ taxing district
Name on tax duplicate \_\_\_\_\_ Tax duplicate year \_\_\_\_\_
Acct. or permanent parcel no. \_\_\_\_\_ Map book \_\_\_\_\_ Page \_\_\_\_\_
Description \_\_\_\_\_  Platted  Unplatted

Auditor's comments:  Split  New plat  New improvements  Partial value
 C.A.U.V  Building removed  Other \_\_\_\_\_

Grantee or Representative Must Complete All Questions in This Section. See instructions on reverse.

- 1. Grantor's name \_\_\_\_\_ Phone \_\_\_\_\_
2. Grantee's name \_\_\_\_\_ Phone \_\_\_\_\_
Grantee's address \_\_\_\_\_
3. Address of property \_\_\_\_\_
4. Tax billing address \_\_\_\_\_
5. Are there buildings on the land?  Yes  No If yes, check type:
 1, 2 or 3 family dwelling  Condominium  Apartment: No. of units \_\_\_\_\_
 Manufactured (mobile) home  Farm buildings  Other \_\_\_\_\_
If land is vacant, what is intended use? \_\_\_\_\_
6. Conditions of sale (check all that apply)  Grantor is relative  Part interest transfer  Land contract
 Trade  Life estate  Leased fee  Leasehold  Mineral rights reserved  Gift
 Grantor is mortgagee  Other \_\_\_\_\_
7. a) New mortgage amount (if any) \_\_\_\_\_ \$ \_\_\_\_\_
b) Balance assumed (if any) \_\_\_\_\_ \$ \_\_\_\_\_
c) Cash (if any) \_\_\_\_\_ \$ \_\_\_\_\_
d) Total consideration (add lines 7a, 7b and 7c) \_\_\_\_\_ \$ \_\_\_\_\_
e) Portion, if any, of total consideration paid for items other than real property \_\_\_\_\_ \$ \_\_\_\_\_
f) Consideration for real property on which fee is to be paid (7d minus 7e) \_\_\_\_\_ \$ \_\_\_\_\_
g) Name of mortgagee \_\_\_\_\_
h) Type of mortgage:  Conv.  F.H.A.  V.A.  Other \_\_\_\_\_
i) If gift, in whole or part, estimated market value of real property \_\_\_\_\_ \$ \_\_\_\_\_
8. Has the grantor indicated that this property is entitled to receive the senior citizen, disabled person or surviving spouse homestead exemption for the preceding or current tax year?  Yes  No If yes, complete form DTE 101.
9. Has the grantor indicated that this property qualified for current agricultural use valuation for the preceding or current tax year?  Yes  No If yes, complete form DTE 102.
10. Application for owner-occupancy (2.5% on qualified levies) reduction. (Notice: Failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed.) Will this property be grantee's principal residence by Jan. 1 of next year?  Yes  No If yes, is the property a multi-unit dwelling?  Yes  No
I declare under penalties of perjury that this statement has been examined by me and to the best of my knowledge and belief it is a true, correct and complete statement.

Signature of grantee or representative \_\_\_\_\_ Date \_\_\_\_\_

Table with 10 rows: Number, No. of Parcels, DTE Code No., Neigh. Code, No. of Acres, Land Value, Bldg. Value, Total Value, DTE Use Only, DTE Use Only, DTE Use Only, Consideration, DTE Use Only Valid sale, Receipt Number

Receipt for Payment of Conveyance Fee

The conveyance fee required by Ohio Revised Code section (R.C.) 319.54(G)(3) and, if applicable, the fee required by R.C. 322, in the total amount of \$ \_\_\_\_\_ has been paid by \_\_\_\_\_ and received by the \_\_\_\_\_ county auditor.

County auditor \_\_\_\_\_

Date \_\_\_\_\_

## Instructions to Grantee or Representative for Completing Real Property Conveyance Fee Statement of Value

DTE 100  
Rev. 5/20  
Page 2

Complete lines 1 through 10 in box.

**WARNING:** All questions must be completed to the best of your knowledge to comply with Ohio Revised Code (R.C.) section 319.202. Persons willfully failing to comply or falsifying information are guilty of a misdemeanor of the first degree (R.C. section 319.99(B)). It is important that the information on this form be accurate as it will be used to determine whether all real property, including this property, is uniformly assessed for real property tax purposes.

**Note:** The county auditor has discretionary power under R.C. section 319.202(A) to request additional information in any form of documentation deemed necessary to verify the accuracy of the information provided by the grantee on the front of the form.

- Line 1** List grantor's name as shown in the deed or other instrument conveying this real property.
- Line 2** List grantee's name as shown in the deed or other instrument conveying this real property and the grantee's mailing address.
- Line 3** List address of property conveyed by street number and name.
- Line 4** List complete name and address to which tax bills are to be sent. **CAUTION:** Each property owner is responsible for paying the property taxes on time even if no tax bill is received.
- Line 5** If there are no buildings on the land conveyed, check "no." If there are buildings, check "yes" and the appropriate box that describes the type of buildings. If other, describe briefly the type of buildings, such as "office building."
- Line 6** Show any special condition of sale that would affect the consideration. If any of the special conditions noted are involved, check the appropriate box. Briefly describe other conditions in the space provided.
- Line 7**
- a) Enter amount of new mortgage on this property (if any).
  - b) Enter amount of the balance assumed on an existing mortgage (if any).
  - c) Enter cash paid for this property (if any).
  - d) Add lines 7a, 7b and 7c.
  - e) If any portion of the consideration reported on line 7d was paid for items other than real property, enter the portion of the consideration paid for those items.
  - f) Deduct line 7e from line 7d and enter the difference on this line.
  - g) List mortgagee or mortgagees (the party who advances the funds for a mortgage loan).
  - h) Check type of mortgage.
  - i) In the case of a gift, in whole or part, enter the estimated price that the real estate would bring in the open market.
- Line 8** If the grantor has indicated that the property to be conveyed will receive the senior citizen, disabled person or surviving spouse homestead exemption for a preceding or current tax year under R.C. section 323.152(A), grantor must complete DTE 101 or submit a statement that complies with the provisions of R.C. section 319.202(A)(2), and the grantee must submit such form to the county auditor along with this statement.
- Line 9** If the grantor has indicated that the property to be conveyed qualified for current agricultural use valuation for the preceding or current tax year under R.C. section 5713.30, the grantor must complete DTE 102 or a statement that complies with R.C. section 319.202(B)(2), and the grantee must submit such form to the county auditor along with this statement.
- Line 10** Complete line 10 (application for owner-occupancy reduction on qualified levies) only if the parcel is used for residential purposes. To receive the owner-occupancy homestead tax reduction on qualified levies for next year, you must own and occupy your home as your principal place of residence (domicile) on Jan. 1 of that year. A homeowner and spouse may receive this reduction on only one home in Ohio. Failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed.

The real property conveyance fee is payable on the amount of money reported on either item 7f or 7i.



AUGLAIZE COUNTY
STANDARDS GOVERNING CONVEYANCES OF REAL PROPERTY



Statement of Reason for Exemption From
Real Property Conveyance Fee

DTE 100EX
Rev. 1/14

Ohio Revised Code section 319.202 and 319.54(G)(3)

Table with 6 columns: Instr., Tax. district no., Tax list, Date, Co. no., Number. Sub-headers: Land, Bldg., Total.

FOR COUNTY AUDITOR'S USE ONLY
DTE code number
Property located in
Name on tax duplicate
Acct. or permanent parcel no.
Description

The Following Must Be Completed by Grantee or His/Her Representative
Type or print all information. See instructions on reverse.

- 1. Grantor's name
2. Grantee's name
Grantee's address
3. Address of property
4. Tax billing address

- 5. No conveyance fees shall be charged because the real property is transferred:
a) to or from the United States, this state or any instrumentality, agency or political subdivision of the United States or this state.
b) solely in order to provide or release security for a debt or obligation.
c) to confirm or correct a deed previously executed and recorded.
d) to evidence a gift, in any form, between husband and wife, or parent and child, or the spouse of either.
e) on sale for delinquent taxes or assessments.
f) pursuant to court order, to the extent that such transfer is not the result of a sale effected or completed pursuant to such order.
g) pursuant to a reorganization of corporations or unincorporated associations or pursuant to the dissolution of a corporation, to the extent that the corporation conveys the property to a stockholder as a distribution in kind of the corporation's assets in exchange for the stockholder's shares in the dissolved corporation.
h) by a subsidiary corporation to its parent corporation for no consideration, nominal consideration or in sole consideration of the cancellation or surrender of the subsidiary's stock.
i) by lease, whether or not it extends to mineral or mineral rights, unless the lease is for a term of years renewable forever.
j) when the value of the real property or interest in real property conveyed does not exceed \$100.
k) of an occupied residential property being transferred to the builder of a new residence when the former residence is traded as part of the consideration for the new residence.
l) to a grantee other than a dealer in real property, solely for the purpose of and as a step in, its prompt sale to others.
m) to or from a person when no money or other valuable and tangible consideration readily convertible into money is paid or to be paid for the real estate and the transaction is not a gift.
n) to an heir or devisee, between spouses or to a surviving spouse, from a person to himself and others, to a surviving tenant, or on the death of a registered owner.
o) to a trustee acting on behalf of minor children of the deceased.
p) of an easement or right-of-way when the value of the interest conveyed does not exceed \$1,000.
q) of property sold to a surviving spouse pursuant to Ohio Revised Code section (R.C.) 2106.16.
r) to or from an organization exempt from federal income under Internal Revenue Code section 501(c)(3), provided such transfer is without consideration and is in furtherance of the charitable or public purpose of such organization.
s) among the heirs at law or devisees, including a surviving spouse of a common decedent, when no consideration in money is paid or to be paid for the real property.
t) to a trustee of a trust, when the grantor of the trust has reserved an unlimited power to revoke the trust.
u) to the grantor of a trust by a trustee of the trust, when the transfer is made to the grantor pursuant to the exercise of the grantor's power to revoke the trust or to withdraw trust assets.
v) to the beneficiaries of a trust if the fee was paid on the transfer from the grantor of the trust to the trustee or pursuant to trust provisions that became irrevocable at the death of the grantor.
w) to a corporation for incorporation into a sports facility constructed pursuant to R.C. section 307.696[307.69.6].
x) between persons pursuant to R.C. section 5302.18.
y) from a county land reutilization corporation organized under R.C. section 1724 to a third party.
6. Has the grantor indicated that this property is entitled to receive the senior citizen, disabled person or surviving spouse homestead exemption for the preceding or current year?
7. Has the grantor indicated that this property is qualified for current agricultural use valuation for the preceding or current tax year?
8. Application for owner-occupancy (2.5% on qualified levies) reduction. (Notice: Failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed.) Will this property be grantee's principal residence by Jan. 1 of next year?
If yes, is the property a multi-unit dwelling?

I declare under penalties of perjury that this statement has been examined by me and to the best of my knowledge and belief it is a true, correct and complete statement.

Signature of grantee or representative Date

**Instructions to Grantee or Representative for  
Completing Statement of Reason for Exemption From  
Real Property Conveyance Fee, DTE 100EX**

DTE 100EX  
Rev. 1/14  
Page 2

Complete lines 1 through 8.

**WARNING:** All questions must be completed to the best of your knowledge to comply with Ohio Revised Code (R.C.) section 319.202. Persons willfully failing to comply or falsifying information are guilty of a misdemeanor of the first degree (R.C. section 319.99(B)).

- Line 1** List grantor's name as shown in the deed or other instrument conveying this real property.
- Line 2** List grantee's name as shown in the deed or other instrument conveying this real property and the grantee's mailing address.
- Line 3** List address of property conveyed by street number and name.
- Line 4** List complete name and address to which tax bills are to be sent. **CAUTION:** Each property owner is responsible for paying the property taxes on time even if no tax bill is received.
- Line 5** Check one of the exemptions – (a)-(y) – as appropriate. Keep in mind that a county auditor may inspect any and all documents in connection with the submission of a conveyance to determine whether the transfer is entitled to exemption. The auditor may exercise that discretionary power by requiring additional information in the form of affidavits, deeds, trust documents, purchase agreements, closing statements, court orders, resolutions from corporate boards of directors, articles of incorporation, Internal Revenue Service exemption certificates, or in any other form deemed necessary by the auditor that sufficiently substantiates the claim for exemption.
- Line 6** If the grantor has indicated that the property to be conveyed will receive the senior citizen, disabled person or surviving spouse homestead exemption for the preceding or current tax year under R.C. section 323.152(A), grantor must complete DTE 101 or submit a statement that complies with the provisions of R.C. section 319.202(A)(2), and the grantee must submit such form to the county auditor along with this statement.
- Line 7** If the grantor has indicated that the property to be conveyed was qualified for current agricultural use valuation for the preceding or current tax year under R.C. section 5713.30, the grantor must complete DTE 102 or a statement that complies with R.C. section 319.202(B)(2), and the grantee must submit such form to the county auditor along with this statement.
- Line 8** Complete line 8 (application for owner occupancy – 2½% reduction on qualified levies) only if the parcel is used for residential purposes. To receive the owner occupancy tax reduction for next year, you must own and occupy your home as your principal place of residence (domicile) on Jan. 1 of that year. A homeowner and spouse may receive this reduction on only one home in Ohio. Failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed.

Sample



AUGLAIZE COUNTY
STANDARDS GOVERNING CONVEYANCES OF REAL PROPERTY



DTE 102
Rev. 8/09

Statement of Conveyance of Current
Agricultural Use Valuation Property

To be attached to conveyance fee forms DTE 100 and 100(EX).

Grantor's name
Grantor's address
Grantee's name
Grantee's address
Taxing district Parcel or account number

The grantor of the property referred to above states that the property has qualified for the current agricultural use valuation exemption under Ohio Revised Code section 5713.31 for the preceding or the current tax year. The grantee has been made aware prior to the closing that if the property does not continue to so qualify, either for the current or for the succeeding tax year, it will be subject to a recoupment charge equal to the tax savings as described in R.C. sections 5713.30 and 3713.34. Furthermore, the grantor and the grantee have considered and accounted for the total estimated amount of such recoupment, if any, to the satisfaction of both the grantee and the grantor.

Signature of grantor or representative

Sworn to or affirmed in my presence,

This \_\_\_ day of \_\_\_ 20\_\_.

Notary public

Endorsement by the County Auditor

Upon presentation of this instrument, the county auditor shall endorse it, forward it to the grantee or his representative, and provide a copy of the endorsed instrument to the grantor or his representative, evidencing delivery to the county auditor.

County auditor

Date



AUGLAIZE COUNTY
STANDARDS GOVERNING CONVEYANCES OF REAL PROPERTY



DTE 101
Rev. 6/16

STATEMENT OF CONVEYANCE HOMESTEAD PROPERTY

To be attached to Conveyance Fee Forms, DTE 100, 100(EX), 100M & 100M(EX)

Grantor's (Seller's) Name \_\_\_\_\_

Grantor's Address \_\_\_\_\_

Grantee's (Buyer's) Name \_\_\_\_\_

Taxing District \_\_\_\_\_

Parcel, Account or Registration No. \_\_\_\_\_

Complete This Section Only If Real Estate Is Transferred

The grantor of the property referred to above states that the property has or will receive the senior citizen, disabled persons, or surviving spouse homestead exemption under Ohio Revised Code section 323.152(A) for the preceding or current tax year. The estimated amount of such reduction that will be reflected in the grantee's taxes is:

Preceding Tax Year \$ \_\_\_\_\_ Current Tax Year \$ \_\_\_\_\_

Complete This Section Only If Manufactured or Mobile Home Is Transferred

The grantor of the manufactured or mobile home referred to above states that the home received the senior citizen, disabled persons or surviving spouse homestead exemption under Ohio Revised Code section 4503.065 for the current tax year. The estimated amount of such reduction that will be reflected in the grantee's taxes is \$ \_\_\_\_\_

The grantor and the grantee have considered and accounted for the total estimated amount of such reduction(s) to the satisfaction of both the grantee and the grantor.

Signature of Grantor or Representative

Sworn to or affirmed in my presence,

this \_\_\_\_ day of \_\_\_\_\_ (year).

Notary Public

Endorsement by County Auditor:

Upon presentation of this instrument, the County Auditor shall indorse it, return it to the grantee or his representative, and provide a copy of the indorsed instrument to the grantor or his representative, evidencing delivery to the County Auditor.

County Auditor: \_\_\_\_\_

Date: \_\_\_\_\_



**AUGLAIZE COUNTY  
STANDARDS GOVERNING CONVEYANCES OF REAL PROPERTY**



**Manufactured or Mobile Home Conveyance Fee  
Statement of Value and Receipt**

DTE 100M  
Rev. 2/14

If exempt by Ohio Revised Code section 319.54(G)(3), use form DTE 100M(EX).

**FOR COUNTY AUDITOR'S USE ONLY**

Tax year list	County number	Tax. dist. number	Date
Home located in _____ taxing district			Number
Name on tax duplicate _____ Tax duplicate year _____			Neigh. Code
Description of home: Year mfg. _____ Certificate of title number _____			Value
Make _____ Serial number _____ Registration number _____			Consideration

<b>Grantee or Representative Must Complete All Questions in This Section</b>	
Type or print all information. See instructions on reverse.	
1. Grantor's (seller's) name _____	Phone _____
2. Grantee's (buyer's) name _____	Phone _____
Grantee's address _____	
3. Address of home before transfer _____	
4. Address of home after transfer _____	
5. Tax billing address _____	
6. Conditions of sale (check all that apply) <input type="checkbox"/> Buyer and seller are related <input type="checkbox"/> Part interest transfer	
<input type="checkbox"/> Trade <input type="checkbox"/> Gift <input type="checkbox"/> Other _____	
7. a) Cash paid (if any) _____	\$ _____
b) New debt (loan) amount (if any) _____	\$ _____
c) Loan balance assumed (if any) _____	\$ _____
d) Total consideration (amount paid) (add lines 7a, 7b and 7c) _____	\$ _____
e) Portion, if any, of total amount paid for items other than the home _____	\$ _____
f) Consideration for home on which fee is to be paid (7d minus 7e) _____	\$ _____
g) Name of lender (if any) _____	
h) If gift, in whole or part, estimated market value of the home _____	\$ _____
8. Has the grantor indicated that this property is entitled to receive the senior citizen, disabled person or surviving spouse homestead exemption for the current tax year? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete form DTE 101.	
9. Application for owner-occupancy (2.5% on qualified levies) reduction. (Notice: Failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed.) Will this property be grantee's (buyer's) principal residence by Jan. 1 of next year? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I declare under penalties of perjury that this statement has been examined by me and to the best of my knowledge and belief it is a true, correct and complete statement.	
Signature of grantee or representative _____	Date _____

**Receipt for Payment of Conveyance Fee**

Receipt number \_\_\_\_\_

The conveyance fee required by Ohio Revised Code section (R.C.) 319.54(G)(3) and, if applicable, the fee required by R.C. 322, in the total amount of \$ \_\_\_\_\_ has been paid by \_\_\_\_\_ and received by the \_\_\_\_\_ county auditor.

County auditor \_\_\_\_\_ Date \_\_\_\_\_

## Instructions to Grantee (Buyer) or Representative for Completing Manufactured or Mobile Home Conveyance Fee Statement of Value

Complete lines 1 through 9.

**WARNING:** All questions must be completed to the best of your knowledge to comply with Ohio Revised Code section (R.C.) 319.202. Persons willfully failing to comply or falsifying information are guilty of a misdemeanor of the first degree (R.C. section 319.99(B)). The county auditor has discretionary power under R.C. section 319.202(A) to request additional information in any form of documentation deemed necessary to verify the accuracy of the information provided by the grantee on the front of the form.

**NOTE:** This form and fee only apply to the transfer of manufactured or mobile homes where (i) the grantor is not a new manufactured or mobile home dealer or (ii) the grantor is a new manufactured or mobile home dealer, but the home was previously titled to an owner who was not a new manufactured or mobile home dealer.

- Line 1** List grantor's (seller's) name as shown in the title conveying this home.
- Line 2** List grantee's (buyer's) name as shown in the title conveying this home and the grantee's mailing address.
- Line 3** List address of home before this transfer by street number and name.
- Line 4** List address of home after this transfer (address to which buyer will relocate if this home is relocated).
- Line 5** List complete name and address to which bill are to be sent. **CAUTION:** Each property owner is responsible for paying the property taxes on time even if no tax bill is received.
- Line 6** Show any special condition of sale that would affect the purchase price. If any of the special conditions noted are involved, check the appropriate box. Briefly describe other conditions in the space provided.
- Line 7**
- a) Enter cash paid for this home (if any).
  - b) Enter amount of new loan on this home (if any).
  - c) Enter amount of the balance assumed on an existing loan (if any).
  - d) Add lines 7a, 7b and 7c.
  - e) If any portion of the amount paid reported on line 7d was paid for items other than the home, enter the amount paid for those items.
  - f) Deduct line 7e from line 7d and enter the difference on this line.
  - g) List lender (if any).
  - h) In the case of a gift, in whole or part, enter the estimated price that the home would bring in the open market.

The manufactured home conveyance fee is payable on the amount of money reported on either line 7(f) or 7(h).

- Line 8** If the grantor (seller) has indicated that the home conveyed will receive the senior citizen, disabled person or surviving spouse homestead exemption for current tax year under R.C. section 4503.065, grantor (seller) must complete DTE 101 or submit a statement that complies with the provisions of R.C. section 319.202(A)(2), and the grantee (buyer) must submit such form to the county auditor along with this statement.
- Line 9** Complete line 9 (application for owner-occupancy reduction on qualified levies) only if the parcel is used for residential purposes. To receive the owner-occupancy homestead tax reduction on qualified levies for next year, you must own and occupy your home as your principal place of residence (domicile) on Jan. 1 of that year. A homeowner and spouse may receive this reduction on only one home in Ohio. Failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed.



AUGLAIZE COUNTY
STANDARDS GOVERNING CONVEYANCES OF REAL PROPERTY



Statement of Reason for Exemption From
Manufactured and Mobile Home Conveyance Fee
Ohio Revised Code section 319.202 and 319.54(G)(3)

DTE
100M(EX)
Rev. 2/14

Type or print all information.

FOR COUNTY AUDITOR'S USE ONLY

Table with 4 columns: Tax list year, County number, Tax district number, Date

Home located in... taxing district
Name on tax duplicate... Tax duplicate year...
Description of home: Year mfg. Certificate of title number...
Make Serial number Registration number

Table with 3 rows: Number, Neigh. Code, Value

Following Must Be Completed By Grantee or Grantee's Representative

- 1. Grantor's (seller's) name Phone
2. Grantee's (buyer's) name Phone
3. Address of home before transfer
4. Address of home after transfer
5. Tax billing address
6. No conveyance fees shall be charged because the house is transferred:
a) to or from the United States, this state or any instrumentality, agency or political subdivision of the United States or this state.
b) solely in order to provide or release security for a debt or obligation.
c) to evidence a gift, in any form, between husband and wife, or parent and child, or the spouse of either.
d) on sale for delinquent taxes or assessments.
e) pursuant to court order, to the extent that such transfer is not the result of a sale effected or completed pursuant to such order.
f) pursuant to a reorganization of corporations or unincorporated associations or pursuant to the dissolution of a corporation, to the extent that the corporation conveys the property to a stockholder as a distribution in kind of the corporation's assets in exchange for the stockholder's shares in the dissolved corporation.
g) by a subsidiary corporation to its parent corporation for no consideration, nominal consideration or in sole consideration of the cancellation or surrender of the subsidiary's stock.
h) by lease, unless the lease is for a term of years renewable forever.
i) when the value of the home or interest in home conveyed does not exceed \$100.
j) of an occupied home being transferred to the dealer of a new home when the former home is traded as part of the consideration for the new home.
k) to a grantee other than a manufactured or mobile home dealer, solely for the purpose of and as a step in, its prompt sale to others.
l) to or from a person when no money or other valuable and tangible consideration readily convertible into money is paid or to be paid for the home and the transaction is not a gift.
m) to a trustee acting on behalf of minor children of the deceased.
n) of property sold to a surviving spouse pursuant to Ohio Revised Code section (R.C.) 2106.16.
o) to or from an organization exempt from federal income under Internal Revenue Code section 501(c)(3), provided such transfer is without consideration and is in furtherance of the charitable or public purpose of such organization.
p) among the heirs at law or devisees, including a surviving spouse of a common decedent, when no consideration in money is paid or to be paid for the home.
q) to a trustee of a trust, when the grantor of the trust has reserved an unlimited power to revoke the trust.
r) to the grantor of a trust by a trustee of the trust, when the transfer is made to the grantor pursuant to the exercise of the grantor's power to revoke the trust or to withdraw trust assets.
s) to the beneficiaries of a trust if the fee was paid on the transfer from the grantor of the trust to the trustee or pursuant to trust provisions that became irrevocable at the death of the grantor.
t) to a corporation for incorporation into a sports facility constructed pursuant to R.C. section 307.696.
7. Has the grantor indicated that this property is entitled to receive the senior citizen, disabled person or surviving spouse homestead exemption for the preceding or current year? Yes No If yes, complete DTE 101.
8. Application for owner-occupancy (2.5% on qualified levies) reduction. (Notice: Failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed.) Will this property be grantee's (buyer's) principal residence by Jan. 1 of next year? Yes No

I declare under penalties of perjury that this statement has been examined by me and to the best of my knowledge and belief it is a true, correct and complete statement.

Signature of grantee or representative Date

**Instructions to Grantee (Buyer) or Representative for  
Completing Statement of Reason for Exemption From  
Manufactured and Mobile Home Conveyance Fee, DTE 100M(EX)**

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Complete lines 1 through 8.

**WARNING:** All questions must be completed to the best of your knowledge to comply with Ohio Revised Code section (R.C.) 319.202. Persons willfully failing to comply or falsifying information are guilty of a misdemeanor of the first degree (R.C. section 319.99(B)).

**NOTE:** This form only applies to the transfer of manufactured or mobile homes where (i) the grantor is not a new manufacturer or mobile home dealer or (ii) the grantor is a new manufactured or mobile home dealer, but the home was previously titled to an owner who was not a new manufactured or mobile home dealer.

- Line 1** List grantor's (seller's) name as shown on the title conveying this home.
- Line 2** List grantee's (buyer's) name as shown on the title conveying this home and the grantee's mailing address.
- Line 3** List address of home before this transfer by street number and name.
- Line 4** List address of home after this transfer (address to which buyer will relocate this home if it is relocated).
- Line 5** List complete name and address to which tax bills are to be sent. **CAUTION:** Each property owner is responsible for paying the property taxes on time even if no tax bill is received.
- Line 6** Check one of the exemptions – (a)-(t) – as appropriate. Keep in mind that a county auditor may inspect any and all documents in connection with the submission of a conveyance to determine whether the transfer is entitled to exemption. The auditor may exercise that discretionary power by requiring additional information in the form of affidavits, deeds, trust documents, purchase agreements, closing statements, court orders, resolutions from corporate boards of directors, articles of incorporation, Internal Revenue Service exemption certificates, or in any other form deemed necessary by the auditor that sufficiently substantiates the claim for exemption.
- Line 7** If the grantor (seller) has indicated that the home to be conveyed will receive the senior citizen, disabled person or surviving spouse homestead exemption for the current tax year under R.C. section 4503.065, grantor (seller) must complete DTE form 101 or submit a statement that complies with the provisions of R.C. section 319.202(A)(2), and the grantee (buyer) must submit such form to the county auditor along with this statement.
- Line 8** Complete line 8 (application for owner occupancy – 2½% reduction on qualified levies) only if the parcel is used for residential purposes. To receive the owner occupancy tax reduction for next year, you must own and occupy your home as your principal place of residence (domicile) on Jan. 1 of that year. A homeowner and spouse may receive this reduction on only one home in Ohio. Failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed.

<https://auditoraccess.auglaizecounty.org/forms/htmlframe.aspx?mode=content/forms.html>