

## **Guernsey County Mineral Deed Checklist**

- Reference to Prior instrument of Record**  
A reference by volume and page to the document of record by which the transferor acquired title to the minerals as required by ORC 319.20.
- Copy of the Source Document**  
No mineral instrument(s) will be transferred unless accompanied by a copy of the source document(s). Example- Deed, Affidavit of Preservation, Quiet Title Action or other documentation. *(This copy is for informational purposes, and will not be recorded.)*
- Tax Mailing Address of Grantee**  
A statement of the complete tax mailing address of the grantee or any one of the grantees, as required by ORC 319.20.
- Identification of Interest Conveyed EXCLUDING Quit Claim Deeds**  
If a Grantor has less than a full interest in the real estate or minerals, the interest intended to be conveyed and transferred shall be clearly stated on the document. The Auditor may request written documentation outlining the designation of each owner's interest on multiple owner parcels.
- Legal Description**  
A metes and bounds, that is adequate to locate the perimeter, of the surface area under which the minerals are located, or a description identifying the parcel(s) as a specific quarter section or a fractional part thereof.
- Restatement of the Total Acreage after all Exceptions**
- Document of Transfer shall include Surface Parcel Number(s)**  
A recitation of the current surface parcel numbers under which the minerals being transferred. Example- "Within or underlying all or a portion of the following auditor parcel number(s):"
- Multi-Parcel Transfers**  
Multi-parcel transfers on a single instrument of transfer will only be accepted if the grantee(s) are identical and grantor(s) are identical for all described properties.
- Fees**  
The Auditor's office charges a transfer fee of .50 per parcel or tract. \$ \_\_\_\_\_  
The Conveyance Fee in Guernsey County is \$4.00 per thousand of the total sale price. \$ \_\_\_\_\_  
***For any sale price under \$1000.00, the minimum is \$4.00*** Please make the check payable to: ***Guernsey County Auditor***
- Conveyance Forms**  
No instrument(s) will be transferred unless accompanied by a properly completed DTE 100 or DTE 100EX conveyance form. All forms must be typed or legibly printed.

**In some cases, additional information may be requested to accompany the Conveyance Forms.**

\_\_\_\_\_ Proof of purchase price, with a copy of the purchase agreement or bill of sale.

\_\_\_\_\_ Affidavit that provide additional facts that can clarify or support the reason for exemption.  
Affidavits that simply just restate the reason will not be accepted.  
(Must be signed by the Grantee/Representative and be properly notarized.)