

GUERNSEY COUNTY AUDITOR

Real Estate Transfer Routing Sheet

3 Business Days Allocated for Administrative Routing

1. Party to Whom Documents are to be returned:

Name / Company

Address / Mailbox in Records Office

Agent & Contact Phone Number*

**Agent & Contact Number must be filled in for transfer to be processed.*

Grantor: _____

Grantee: _____

2. Documents Enclosed: (check all that apply)

- Deed
- Affidavit
- Certificate of Transfer
- Mortgage
- Other: _____
- Original Map Department Split Application
- Auditor Split Sheet (Description Buildings to Transfer)
- Conveyance/Exempt Conveyance Form**
- Affidavit of Facts

(Required for exempt forms using reasons B, H, and M)

****Please make sure your conveyance form is completed and signed and that all questions are answered or your packet will not be accepted.****

3. Documents to be: (check all that apply)

- Approval of Description
- Transferred
- Forward to Recorder

4. Fees Enclosed: Cash Check

\$_____ Split Application/Review

\$_____ Transfer (\$0.50 per parcel)

\$_____ Conveyance (\$4.00 per thousand)

\$_____ Recording

Signature of Representative

Date

This Side Office Use Only:

Deputy: _____

Time: _____: _____ am / pm

Map Department

- Accepted Not Accepted
(See attached sheet for reasons)

Comments: _____

Clerk: _____

Auditor' Office

- Accepted Not Accepted
NOT Accepted, require the following:

- DTE 100 Affidavit of Facts
- DTE 100EX DTE 101 (Homestead)
- Surveyor Split Worksheet DTE 102 (CAUV)
- Mineral Deed needs source documents

Comments: _____

Clerk: _____

Recorder's Office

- Accepted Not Accepted
(See attached sheet for reasons)

Comments: _____

Clerk: _____