

Guernsey County Auditor's Office

Tony Brown, Auditor

627 Wheeling Avenue, Suite 301

Cambridge, Ohio 43725

Phone (740) 432-9243~Fax (740) 439-6265

To: All Attorneys, Abstractors, Title Companies and Appraisers

Date: December 29, 2011

Subject: Deed Transfer Procedures

As of January 1, 2012, the following conveyance procedures will be enforced by the Guernsey County Auditor, Guernsey County Recorder and Guernsey County Map Departments.

Individuals presenting transfer instruments will be required to leave the completed documents at the Auditor's office, second floor of the County Administration Building. The instruments will be processed in the order received by the Auditor's office. It may take up to three (3) working days to complete the transfer process according to the Guernsey County Conveyance Standards adopted in 1998 and ORC 319.203.

A routing slip, a copy of which is attached hereto, is to be completed by the person leaving the instrument. It will be attached to the document packet. The Auditor's office will provide the routing envelope for processing. The information required includes the person's name, address and date, as well as, a contact telephone number and any other information concerning the instrument being processed. Incomplete or inadequate routing slips will be returned before the transfer procedure will begin.

In reference to DTE Form 100 and DTE Form 100 EX, it must be legibly completed, either typed or printed, and all questions filled in for processing the transfer. **Transfer and/or conveyance fees are expected at the time the documents are presented to the Auditor's office, completed check(s) must be presented for the fees made payable to the Guernsey County Auditor. Fees are accepted by completed checks (blank checks will not be accepted) or cash and a total of not more than \$5.00 cash can be left when dropping off transfer documents. If the amount is greater than \$5.00, completed check(s) must be presented for the fees.**

The conveyance instrument along with the Auditor's card and routing slip will be taken to the Map Department for description approval and map updates. Upon completion of Map Department procedures the instrument will be returned to the Auditor's office for transfer.

After the transfer at the Auditor's office, the instrument may be picked-up at the Auditor's office **or if indicated on the routing slip it will be forwarded to the Recorder's office with a recording fee check payable to the Guernsey County Recorder. If the document is to be returned by mail, a self-addressed stamped envelope must be included.**

Our offices thank you in advance for your cooperation and patience.

Respectfully,

*Guernsey County Auditor's Office
Guernsey County Map Department
Guernsey County Recorder's Office*