

Guernsey County Auditor

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December 20, 2019

To Whom It May Concern:

This letter is to remind you that Conveyance forms DTE 100 and DTE 100ex being presented to the Guernsey County Auditor's Office need to be complete and legible.

Due to compliance with State of Ohio Audit procedures, beginning January 1, 2020, incomplete, inaccurate or illegible Conveyance forms cannot be accepted. All documents being presented for transfer must have the proper Conveyance or Exempt form submitted. Incomplete or unsigned forms will have to be corrected before we can process your documents.

On form Conveyance form DTE 100 questions 1-10 must be fully completed, signed and dated, and on form Exempt from Conveyance form DTE 100ex questions 1-8 must be fully completed, signed and dated

Forms DTE 100, DTE 100ex and Real Estate Transfer Routing Sheet are available at the Auditor's Office or on our website guernseycountauditor.org.

Thank you in advance for your compliance in this matter. Feel free to contact our office with any questions or concerns.

Respectfully,



Tony Brown
Guernsey County Auditor