



Auditor of Ross County

THOMAS M. SPETNAGEL, JR.

Under Ohio law, the County Auditor shall accept documents for transfer and conveyance only when they meet certain legal requirements. Before submitting your document, please ensure the following:

1. Unless you are submitting a land contract, you MUST include one of the following two forms:

- Real Property Conveyance Fee Statement of Value and Receipt
- Statement of Reason for Exemption From Conveyance Fee

Both forms can be downloaded on the Auditor's website. While some documents do not convey a legal interest (e.g. TOD designation affidavit), a form is still necessary in order for the office to assign a number and affix its stamp.

2. If the property to be transferred includes a Homestead Exemption or is enrolled in the Current Agricultural Use Value program, you must ALSO include the appropriate form below:

- Statement of Conveyance of Homestead Property
- Statement of Conveyance of CAUV Property

3. Ross County charges a \$4.00 conveyance fee, plus \$0.50 for each parcel being transferred. For example, if a property transfers for \$23,342.00, the conveyance fee assessed would be \$94.10.

-Conveyance Fee:	$\$4.00 \times 23.4$ (round up)	=	\$93.60
-Transfer Fee:	$\$0.50 \times 1$ parcel	=	+ <u>0.50</u>
-Total:			\$94.10

If you have any questions about this information, please call the Real Estate department before submitting your document at 740-702-3080, option #2.

Tom Spetnagel
Ross County Auditor