



Auditor of Ross County

ROBYN M. BREWSTER

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:

- -State 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 = + 0.50
- -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.

Robyn M. Brewster
Ross County Auditor