



## FAIRFIELD COUNTY • OHIO

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### **Conveyance of Property – County Auditor Procedures**

**Please note, this document is not legal advice.** This document is an informational tool to help citizens navigate processes connected with the County Auditor's Office. Deeds and other instruments of conveyance are not reviewed by the Auditor's Office for legal compliance. We encourage you to consult an attorney for questions you have about real property conveyance. The Auditor's Office does not provide legal guidance on the preparation of deeds or conveyance of real property. If you need an attorney, the County Auditor's Office will not be able to make a referral. You can obtain a list of attorneys from the Fairfield County Bar Association: [Fairfield.County.Bar@gmail.com](mailto:Fairfield.County.Bar@gmail.com)

**The County Auditor's Office often receives questions about what needs to be done to navigate the process to convey or transfer property. One of the most common questions the County Auditor's Office receives is: "Where can I find a conveyance fee statement form?"**

Conveyance fee statement forms can be found at: <https://www.co.fairfield.oh.us/auditor/fc-auditors-online-forms.html>. Representatives from your title company or real estate attorneys may help you prepare and file conveyance fee statement forms. In general, for conveying property, the required documents are typically a deed (or an instrument of conveyance) and the conveyance fee statement (known as a DTE 100 or 100EX).

**Another question that arises is: "As I am working with my attorney to prepare a deed or conveyance instrument, how do I make sure that the legal description of the property complies with County Conveyance Standards?"**

You can submit your prepared deed to the County Auditor's Map Room for approval of the legal description to ensure it complies with the Conveyance Standards. This approval is a pre-requisite for the transfer. For review of the *legal description and its compliance with Conveyance Standards*, prepared deeds can be emailed to [maproom@fairfieldcountyohio.gov](mailto:maproom@fairfieldcountyohio.gov).

#### **Dropping Off Documents**

Conveyance instruments and conveyance fee statements can be dropped off to the County Auditor's transfer desk once the legal description has been approved for compliance with Conveyance Standards. The Auditor's Office standard office hours are Monday-Friday 8:00 a.m. to 4:00 p.m., and the office is located at 108 N. High St., Lancaster OH, 43130. Documents can also be submitted by mail to the Fairfield County Auditor: Attn: Conveyance, 108 N. High St., Lancaster, Oh, 43130.

#### **Electronic Filing**

Electronic filing options do exist through Simplifile; however, we understand if you are a one-time filer this may not be the most practical for your situation. If you would like more information on the Simplifile process, visit this link: <https://simplifile.com/e-recording/e-recording-network/e-recording-in-ohio/e-recording-in-fairfield-county-ohio>.

#### **Fees**

The transfer fee is \$.50 per parcel - this applies to both exempt and non-exempt transfers. The conveyance fee is \$4.00 per thousand of consideration (if money is changing hands).

#### **Recorder's Office Contact Information**

For more information on the recording process once the transfer process is complete, please visit [www.ohiorecorders.com](http://www.ohiorecorders.com) or contact the Fairfield County Recorder's Office at (740) 652-7100.