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**Please Note, this document should not be construed as legal advice.** This document is intended as an informational tool to help citizens navigate processes connected with the Columbiana County Auditor's Office. Deeds and other instruments of conveyance are not viewed for authenticity or validity. Further this office doesn't guarantee that property is transferring with a clear title. Additional information may be requested to verify letter of exemption such as an affidavit of facts. If the sale price is below 50% of the Auditor's value we would request a purchase agreement. 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 Columbiana County Auditor's office will not be able to make a referral.

The Auditor's Office receives a lot of questions on transferring property. Some FAQ are:

**What is the general process to transfer Property?** The deed must first be approved and stamped by the County Tax map department, prior to submission to The Auditor's Office. After approved by the Auditor's Office the deed will need to be recorded in the Recorders Office. <https://www.cceng.org/engineer-departments/>  
<http://www.columbianacountyrecorder.org/>

**Where can I find the conveyance form?**

<https://tax.ohio.gov/individual/get-a-form> You can choose either the DTE 100 conveyance form or the DTE 100EX transfer fee exemption form. When using DTE 100EX the letters B, G, M, and R require an affidavit of facts supporting the exemption. Letter C requires that the document be titled a "corrective deed" and set forth what it is in fact correcting. Lastly letter F requires the court order to accompany the deed and conveyance form. For DTE 100 if a purchase price is less than 50% of the auditor's value we require a purchase agreement. There may be other situations where we require more information, these examples are not exhaustive.

**How do I drop a deed off to the Auditor to be processed?** It is strongly suggested that you EMAIL or call ahead and present the specifics of your situation such as the relationship between the grantor and grantee, the purchase price, and the conveyance fee. This is especially true when using the exempt conveyance form DTE100EX. Once here outside the office please sign the deed in and ring the doorbell. A clerk will be out shortly to collect the deed and any other documents. Please be aware that we do not carry change, so a check is recommended. At

this time we do NOT accept credit or a debit cards for the transfer of property (cash, check or money order only at this time). Wait times vary, although they typically are not long. Many other calls, incomplete conveyance forms, in person situations arise that may delay deed processing. The earlier you get here the better. During the week that property taxes are due time delays will occur. We stop processing deeds at 3:30pm each day to balance our receipts. At this time we do NOT accept the e-file of deed or mail in deeds. The conveyance fees for our transfers are \$4.00 per \$1,000 of sales price and \$0.50 per parcel. When trying to calculate the conveyance fee always round your sale price up to the nearest \$100.00 before you calculate your conveyance fee.

**When property is split or combined who pays the taxes and when are they due?** At the time of the split the total taxes for the current tax year must be paid on the parcel from which land is splitting from. For combination of parcels any parcel number that will cease to exist after the combination takes place must have the total taxes paid for the current tax year.

If you have any additional questions, EMAIL is the best way to get your question answered. You may also call as well.

Thank you.