

Ashland County, Ohio

Land Transfer Process

The Land Transfer Process involves a number of county offices: Tax Map, Auditor, Treasurer, Recorder. It is the responsibility of the person creating the transfer to transport the proper documents to the proper office in the proper order.

NOTE: County employees will not walk your documents to other offices / departments / individuals. If you choose to mail-in your documents you will send your documents to each office for their step of the approval process. You must include return envelopes with postage for your documents to be returned to you from each office.

Please see the following letters for the process rationale, the correct office flow and additional information to help make your transfer go through smoothly.

ASHLAND COUNTY RECORDER

MICHAEL E. CROW

Court House - 142 W. Second Street

Ashland, Ohio 44805

(419) 282-4238

Nov. 1, 2006

TO: Persons Transferring Property in Ashland County, Ohio

Effective January 2, 2007, any document transferring property will no longer be accepted by mail or drop-off, to be passed through the offices in Ashland County:

We are returning more and more deeds for "simple fixes": wrong course or typo in the legal in the Engineer's Tax Map Office; the exemption form or fee in the Auditor's Office; the prepared by or correct filing fee in the Recorder's Office.

On January 2nd, all deeds, affidavits, certificates of transfer, land contracts or release of land contracts must be physically presented to each office. The first office is the Tax Map, located on the bottom floor of the courthouse. Next is the Auditor's Office, located on the main floor of the courthouse. Third is the Treasurer's Office, located beside the Auditor's Office. Last is the Recorder's Office, located down the hall from the Treasurer's Office.

We suggest you arrive at the courthouse no later than 1:30 PM to insure transfer of the document prior to 3:50 PM (the last time documents are accepted in the Recorder's Office for the day).

The Tax Map Office will no longer be accepting pre-approvals of any type of deeds for transfer as of January 2, 2007. These deeds will be checked at the time of transfer for recording.

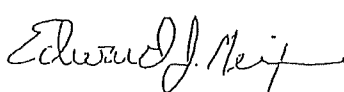
All documents must be originals!!!! No faxed documents or bad copies with original signatures will be accepted.

A self-addressed stamped envelope must be given to the Recorder's Office so the document can be returned.

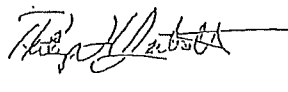
Recorder's Office

Contact ~~Barb Harding~~ at 419-282-4238 with questions regarding this letter. For fees in the Auditor's Office, call 419-282-4330. The Tax Map Office can be reached at 419-282-4343 with questions about legal descriptions.

Sincerely,



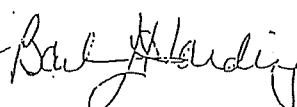
Ed Meixner
County Engineer



Phil Leibolt
County Auditor



Cindy Funk
County Treasurer



Barb Harding
County Recorder



ASHLAND COUNTY AUDITOR

TELEPHONE 419 - 289 - 0000 EXT. 4235

ASHLAND, OHIO 44805-2194

CINDY A. FUNK
AUDITOR

To Whom it May Concern:

We received your mail in deed, and while our county does accept them we do not walk the deed through all the other offices for you. You are more than welcome to contact someone who would walk it through for you.

If you do not have someone walk the deed through the offices in Ashland County please follow the steps listed below:

1. Mail the documents to Tax Map, once they are finished, they will mail it back to you
2. Once receiving the documents back, mail them to Ashland County Auditor's office, once they have finished their part, they will mail it back to you.
3. Once received back from the Auditor's office, mail to the Ashland County Treasurer's office. They will mail it back to you when finished.
4. After completing the first 3 steps and receiving stamps from all the offices, you can mail it to Ashland County Recorder for recording.

Please note, for each office to do their part and mail it back to you, please include each time a self-addressed stamped envelope.

If you have any questions, please contact our office at 419-282-4235.