

HARRISON COUNTY OFFICES PROCEDURE FOR PROCESSING TRANSFERS

Below are the steps for processing a transfer either in person or by mail.

PROCESSING A TRANSFER IN PERSON

PRE-APPROVAL PROCESS – All transfers require pre-approval prior to recording the documents.

- **Pre-approvals require a Minimum of 4 business days to process. *The day dropped off does not count.***
 - Document pre-approvals are done by the County Map Office, the County Auditor's Office and the County Recorder's Office and the steps are as follows:
 - **Procedure**
 1. Complete top portion of the Document Conveyance Requirements Form and include it with the documents being pre-approved.
 2. Pre-approvals can be emailed to mapoffice@harrisoncountyohio.gov, dropped at the office or in the box in front of the courthouse main entrance.
 - a. Documents for pre-approval must be a copy of the document intended to be recorded.
 - b. Unsigned copies of the documents are recommended for pre-approval in case changes are necessary.
 - c. **No Originals** for pre-approval
 3. If the document involves a split or combination of parcels, the following must be attached:
 - a. completed Auditor's split/combination form (Found on the Auditor's Webpage at www.harrisoncountyohio.gov/auditors-office)
 - b. new survey with legal description
 - c. Health Department certification/approval letter if the split is under 5 acres
 4. All documents will be pre-approved by the Harrison County Map Office, Auditor's Office and Recorder's Office.
 5. Once the pre-approval process is complete:
 - a. A signed and dated Document Conveyance Requirements form, a stamped copy of your document(s) and any additional documents can either be emailed back or picked up from your folder located in the Map office.
 - b. Any changes necessary will be noted on the Document Conveyance Requirements form or the deed (or both).
 - **All requested changes or rejections must be resubmitted for pre-approval prior to submitting in for recording.**
 - Signed and dated Pre-approval documents must be presented at the time of recording.
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RECORDING PROCESS

Once the document has been pre-approved, the recording process takes 3 steps and involves the County Map Office, the County Auditor's Office and the County Recorder's Office. ***All 3 steps must be completed for the deed to be recorded.***

STEP 1 – County Map Office

Bring the original signed documents along with the approved Document Conveyance Requirements Form with any attachments. Recordings are processed on a first-in, first-out basis. The County Map Office will record the transfer in the Transfer books and stamp the original document. Once processed, the document(s) and any accompanying forms will be returned to you. If there is missing information, it will be given back to you for correction and resubmission.

STEP 2 – County Auditor's Office

All documents must be stamped by the County Map Office prior to processing. Please attach the approved Document Conveyance Requirements Form with any other attachments. Recordings are processed on a first-in, first-out basis. The DTE 100EX form or DTE 100 form must be completed and legible. If DTE 101(Homestead) and/or DTE 102(CAUV) forms are needed, please bring them as well. Bring a check payable to **Harrison County Auditor** for the exact fees. The Conveyance Fee is 4.00/\$1,000.00 (DO NOT ROUND) and Transfer Fee is \$.50/per tract. The County Auditor's Office will affix a "TRANSFERRED" stamp upon completion. Once processed, the document(s) and any accompanying forms will be returned to you. The necessary forms, attachments and exact fees are required or the document(s) will not be processed and returned to you.

STEP 3 – County Recorder's Office

All documents must have the County Map Office stamp and the County Auditor's stamp or they will be rejected and returned to you unrecorded. Recordings are processed on a first-in, first-out basis. Bring a check payable to **Harrison County Recorder** for the exact fees. It is \$34.00 for the first two pages and \$8.00 for each additional page. An additional \$20.00 per document will be required for those documents that do not meet the Ohio Standardization Guidelines. Once recorded and stamped, the original document(s) will be returned to you. The correct fees must be provided or the document(s) will not be recorded and returned to you. Marginal References \$4.00 each.

- ❖ All necessary forms can be found at www.harrisoncountyohio.gov . Each department has a tab that will include forms and necessary information.

PROCESSING A TRANSFER BY MAIL

PRE-APPROVAL PROCESS – All transfers require pre-approval prior to recording the documents.

- **Pre-approvals require a Minimum of 4 business days to process. *The day received does not count. Also allow for mail delivery time.***
- Document pre-approvals are done by the County Map Office, the County Auditor's Office and the County Recorder's Office and the steps are as follows:
 1. Provide a **self-addressed stamped envelope** with sufficient postage to accommodate the size of your documents.
 2. Fill out the top portion of the Document Conveyance Requirements Form for pre-approval. Attach all applicable prior deeds.
 3. Mail a copy of the Document(s) being recorded (**not the original**), Document Conveyance Requirements Form and the self- addressed stamped envelope to the following address: Harrison County Map Office-Dept. #2, 100 West Market Street, Cadiz, Ohio 43907-1132 .
 4. If the document(s) involves a split or combination of parcels, the following must be attached:
 - a. completed Auditor's split/combination form (Found on the Auditor's Webpage at www.harrisoncountyohio.gov/auditors-office)
 - b. new survey with legal description
 - c. Health Department certification/approval letter if the split is under 5 acres
 5. All documents will be pre-approved by the Harrison County Map Office, Auditor's Office and Recorder's Office.
 6. Once the pre-approval process is complete:
 - a. A signed and dated Document Conveyance Requirements form, a stamped copy of your document(s) and any additional documents will be mailed to you in the envelope provided.
 - b. Any changes necessary will be noted on the Document Conveyance Requirements form or the document(s) (or both).

RECORDING PROCESS

Once the document(s) has been pre-approved, the recording process takes 3 steps and involves the County Map Office, the County Auditor's Office and the County Recorder's Office. ***All 3 steps must be completed for the document(s) to be recorded.***

STEP 1 – County Map Office

Provide a **self-addressed stamped envelope** with sufficient postage to accommodate the size of your documents. Mail the original signed document(s) along with the approved Document Conveyance Requirements Form and any other attachments to: Harrison County Map Office, 100 West Market Street, Cadiz, Ohio 43907. Recordings are processed on a first-in, first-out basis. The County Map Office will record the transfer in the Transfer books and stamp the original deed. Once processed, the document(s) and any accompanying forms will be forwarded to the Auditor's Office. If there is missing information, it will be mailed back to you for correction and resubmission. Please include a self-addressed stamped envelope if resubmitted.

STEP 2 – County Auditor’s Office

All document(s) must be stamped by the County Map Office prior to processing. Please attach the approved Document Conveyance Requirements Form with any other attachments. Recordings are processed on a first-in, first-out basis. The DTE 100EX form or DTE 100 form must be completed and legible. If DTE 101(Homestead) and/or DTE 102(CAUV) forms are needed, please mail them as well. Mail a check payable to **Harrison County Auditor** for the exact fees. The Conveyance Fee is 4.00/\$1,000.00 (DO NOT ROUND) and Transfer Fee is \$.50/per tract. The County Auditor’s Office will affix a “TRANSFERRED” stamp upon completion. Once processed, the document(s) and any accompanying forms will be forwarded to the Recorder’s Office. The necessary forms, attachments and exact fees are required or the recording will not be processed and returned to you. Please include a self-addressed stamped envelope if resubmitted.

STEP 3 – County Recorder’s Office

All document(s) must have the County Map Office stamp and the County Auditor’s stamp or they will be rejected and returned to you unrecorded. Recordings are processed on a first-in, first-out basis. Mail a check payable to **Harrison County Recorder** for the exact fees. It is \$34.00 for the first two pages and \$8.00 for each additional page. An additional \$20.00 per document will be required for those documents that do not meet the Ohio Standardization Guidelines. Once recorded and stamped, the original document(s) will be returned to you in the envelope provided. The correct fees must be provided or the document(s) will not be recorded and returned to you. Please include a self-addressed stamped envelope if resubmitted. Marginal References \$4.00 each.

- ❖ All necessary forms can be found at www.harrisoncountyohio.gov . Each department has a tab that will include forms and necessary information.

Contact Information:

Map Office	740-942-8867	mapoffice@harrisoncountyohio.gov
Auditor’s Office	740-942-8861	realestate@harrisoncountyohio.gov
Recorder’s Office	740-942-8869	