

## Real Estate Transfers and Deed Drop Off Check List

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Documents to be recorded in the order that they will be recorded

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

List any additional documents on the back of this form

Be sure to double check

- Auditor fee is exact
  - Checks payable to WAYNE COUNTY AUDITOR
  - Checks are signed
- Conveyance forms are completed and signed
- Homestead and Conveyance Forms are included if needed
- Documents are in the correct order for recording
- Contact information is legible

Call the Real Estate Department at (330) 287-5430 for exact fees or other questions.