

Effective Monday, March 23, 2020, the Auditor's office will be closed to the public.

We will continue to operate all of the essential functions of our office.

At this time we are unable to notarize any documents. We apologize for this inconvenience.

Mobile Home Transfers

Forms are available on our website, waynecountyauditor.org, or outside our office.

Please take the time to review your documents. If a document that you are filing is not on this list and you have questions, please contact our office at 330-287-5430

- ✓ If applicable, DTE 101 Statement of Conveyance of Homestead Property must be included and notarized
- ✓ Make sure that all numbered items are completed on the Mobile Home Conveyance Form or on the Mobile Home Exempt Conveyance Form and that all documents are signed
- ✓ Complete a drop off form and attach to all documents with contact information and a self-addressed envelope to mail title to designated person

Transfer Procedure

When transferring a mobile home, we will need the original title, the completed conveyance form or exempt conveyance form filled out and signed, the correct amount of money needed to transfer (check made payable to Wayne County), a check to the Treasurer's office (check made payable to Wayne County Treasurer), if taxes have not been paid in full, for the total amount of tax due, and a self-addressed stamped envelope.

As long as we have all information required, the Auditor's office and the Treasurer's office can both stamp the title which we will mail back to you and you can then mail the title to the Title Office. Call the Title Office for required documentation.

Please have the following:

-Current title to stamp

-Complete conveyance form and check payable to Wayne County Auditor:

-For any taxes due make Check payable to Melissa A. Koch Wayne County Treasurer. You may call 330-287-5450 to verify taxes.

Fees

- **All payments must be exact**, call 330-287-5430 to verify amount needed, change will not be available.
- We will accept checks or cash, checks should be made payable to WAYNE COUNTY AUDITOR
- Conveyance Fees are \$2.00 per thousand of sale price and are rounded to the next hundred
- Transfer Fees are 50¢ for each parcel to be transferred.

For example: Sale price is \$12,000

Sale Price \$12,000 x .002 = Conveyance Fees \$24.00

Conveyance Fees \$24.00 + Transfer Fee+ \$.50 = Check Amount \$24.50

If the sale of the mobile home is less than \$1,000 the fee is the minimum charged of \$2.00 + \$.50 for a total of \$2.50.

If you have any questions regarding completing the forms you may call 330-287-5430.