

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.

Real Estate 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

- ✓ If applicable, DTE 101 Statement of Conveyance of Homestead Property must be included and notarized
- ✓ If applicable, DTE 102 Statement of Conveyance of Current Agricultural Use Valuation Property must be included and notarized.
- ✓ Make sure that all numbered items are completed on the Real Property Conveyance Form and on the Real Property Exempt Conveyance Form and that all documents are signed
- ✓ Complete a "drop off" form and attach to all documents with contact information

Required Stamps

In general, if the document that you are filing is to change the owner name as listed in the Auditor records, conveyance stamps are required.

Documents that are not required to be stamped by the Auditor may include but are not limited to:

- Transfer on Death **Designation** Affidavits
- Mortgages
- Liens

Documents that are required to be stamped Transfer Not Necessary may include but are not limited to:

- Easements
- Memorandums of Trust (only when the trustee is NOT changing)
- Land Contracts (provide a copy of the original to the Auditor)

Documents that require either a Conveyance Fee Statement or an Exemption from Conveyance Fee Statement and applicable conveyance fees and transfer fees include but are not limited to:

- Any type of deed
- Transfer on Death **Confirmation** Affidavit
- Affidavit of Successor Trustee (if the name of the trustee is changing)
- Affidavit of Surviving Spouse
- Certificate of Transfer
- Mineral rights transfers (Call for more information)
- Ordinance or Resolution to Vacate a street or alley (Call for more information)
- Annexation (call for more information)

Fees

- Call ahead, (330) 287-5430, to verify fees.
- **All payments must be exact**, 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: 2 parcels on the document and the sale price is \$125,432

Sale Price Rounded \$125,500 x .002 = Conveyance Fees \$251.00

Conveyance Fees \$251.00 + Transfer Fee+ 1.00 = Check Amount \$252.00