

HARRISON COUNTY OFFICES PROCEDURE FOR PROCESSING DEED TRANSFERS

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

PROCESSING DEED TRANSFER IN PERSON

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

- **Pre-Approvals require a Minimum of 4 business days to process. *The day dropped off does not count.***
 - Deed 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 Deed Conveyance Requirements Form and include it with the deed being pre-approved.
 2. Pre-Approvals can be emailed to mapoffice@harrisoncountyohio.org , dropped at the office or in the box in front of the courthouse main entrance.
 - a. Deeds for pre-approval must be a copy of the document intended to be recorded.
 - b. Unsigned copies of the deed are recommended for pre-approval in case changes are necessary.
 - c. **No Originals** for pre-approval
 3. If the deed 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 Harrisoncountyohio.org)
 - 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 Deed Conveyance Requirements form, a stamped copy of your deed 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 Deed Conveyance Requirements form or the deed (or both).
 - **All requested changes or rejections must be re-submitted 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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DEED RECORDING PROCESS

Once the deed has been pre-approved, the deed 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 deed along with the approved [Deed Conveyance Requirements Form](#) with any attachments. Deeds 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 deed(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 deeds must be stamped by the County Map Office prior to processing. Please attach the approved [Deed Conveyance Requirements Form](#) with any other attachments. Deeds 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 deed(s) and any accompanying forms will be returned to you. The necessary forms, attachments and exact fees are required or the deed(s) will not be processed and returned to you.

STEP 3 – County Recorder's Office

All deeds must have the County Map Office stamp and the County Auditor's stamp or they will be rejected and returned to you unrecorded. Deeds 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 deed(s) will be returned to you. The correct fees must be provided or the deed(s) will not be recorded and returned to you. Marginal References \$4.00 each.

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

PROCESSING DEED TRANSFER BY MAIL

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

- **Pre-Approvals require a Minimum of 4 business days to process. *The day received does not count. Also allow for mail delivery time.***
- Deed 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 "[Deed Conveyance Requirements Form](#)" for pre-approval. Attach all applicable prior deeds.
 3. Mail a copy of the Deed being recorded (**not the original**), Deed Conveyance Requirements Form and the self-addressed stamped envelope to the following address: Harrison County Map Office, 100 West Market Street, Cadiz, Ohio 43907 .
 4. If the deed 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 Harrisoncountyohio.org)
 - 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 Deed Conveyance Requirements form, a stamped copy of your deed and any additional documents will be mailed to you in the envelope provided.
 - b. Any changes necessary will be noted on the Deed Conveyance Requirements form or the deed (or both).

DEED RECORDING PROCESS

Once the deed has been pre-approved, the deed 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

Provide a **self-addressed stamped envelope** with sufficient postage to accommodate the size of your documents. Mail the original signed deed along with the approved [Deed Conveyance Requirements Form](#) and any other attachments to: Harrison County Map Office, 100 West Market Street, Cadiz, Ohio 43907. Deeds 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 deed(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 deeds must be stamped by the County Map Office prior to processing. Please attach the approved [Deed Conveyance Requirements Form](#) with any other attachments. Deeds 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 deed(s) and any accompanying forms will be forwarded to the Recorder’s Office. The necessary forms, attachments and exact fees are required or the deed(s) will not be processed and returned to you. Please include a self-addressed stamped envelope if resubmitted.

STEP 3 – County Recorder’s Office

All deeds must have the County Map Office stamp and the County Auditor’s stamp or they will be rejected and returned to you unrecorded. Deeds 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 deed(s) will be returned to you in the envelope provided. The correct fees must be provided or the deed(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.org . Each department has a tab that will include forms and necessary information.

Contact Information:

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