

# Noble County Auditor

200 Courthouse ● Caldwell, OH 43724 ● (740)732-4044

## Real Estate Transfer Routing Sheet

**REQUIRED DOCUMENT FOR ALL TRANSFERS BY APRIL 1, 2021. NO EXCEPTIONS – DEEDS WILL BE REJECTED**

Please complete the first column of this document, sign, and attach to all transfers in Noble County, Ohio. This document will be required for all real estate transfers.

You may contact the Noble County Auditor's office, at (740)732-4044, if you have any questions regarding this document.

Thank you for your assistance in providing our offices with information needed to properly transfer your real estate.

# Noble County Auditor

200 Courthouse • Caldwell, OH 43724 • (740)732-4044

## Real Estate Transfer Routing Sheet

This document must be completed and submitted with each document to be transferred and recorded.

3 Business Days Allocated for Administrative Routing

### 1. Party to Whom Documents are to be returned:

\_\_\_\_\_  
Name / Company / Agency Submitting Documents

\_\_\_\_\_  
Address

\_\_\_\_\_  
Agent & Contact Phone Number (must be filled in for transfer to be processed).

\_\_\_\_\_  
Grantor

\_\_\_\_\_  
Grantee

### 2. Documents Enclosed: (check all that apply)

- Deed  Affidavit  
 Certificate of Transfer  Mortgage  
 Other: \_\_\_\_\_  
 Conveyance / Exempt Conveyance Form  
(Must be completed with all questions answered and signed or your packet will not be accepted).  
 Affidavit of Facts

### 3. Property Splits Containing Buildings

- Vacant Land Only  
 All Buildings remain with original parcel.  
 All Buildings transfer to new parcel.  
 The following building transfer to new parcel:  
A \_\_\_\_\_  
B \_\_\_\_\_  
C \_\_\_\_\_  
Parcel # \_\_\_\_\_ New Acreage \_\_\_\_\_

### 4. Documents to be: (check all that apply)

- Approval of Description  
 Transferred  
 Recorded

### 5. Fee Enclosed: Check Cash

\$ \_\_\_\_\_ Transfer Fee (\$0.50 per parcel)

\$ \_\_\_\_\_ Conveyance Fee (\$4.00 per thousand)

\$ \_\_\_\_\_ Recording Fee (\$34 for 1<sup>st</sup> two pages, \$8 each additional page, marginal fee is \$4 per marginal).

\*See Guidelines for documents

\_\_\_\_\_  
Signature of Representative

### This Side Office Use Only:

Received by: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

### Reviewed by:

#### Recorder's Office

- Accepted  Rejected  
(see attached sheet for reasons)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initials: \_\_\_\_\_

#### Map Department

- Accepted  Rejected  
(see attached sheet for reasons)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initials:  Split Sheet Attached for Auditor's prior review

#### Auditor's Office

- Accepted  Rejected  
(NOT Accepted, requires the following)

- DTE 100  Affidavit of Facts  
 DTE 100EX  DTE 101 (Homestead)  
 Acreage Split Sheet  DTE 102 (CAUV)  
 Mineral Deed needs source documents

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Initials: \_\_\_\_\_

### \*Guidelines for documents recorded in the Recorder's Office

- Computer font size at least 10 point;
- No use of highlighting
- Minimum paper size 8 ½"x11"
- Maximum paper size 8 ½"x14"
- Margins of 1 inch on each side and bottom
- 3 inch margin on top of first page
- Blue or black in ONLY
- 1 ½ inch margin on top of all remaining pages.

**If a document signed does not conform to these guidelines, an additional recording fee of \$20.00 will be collected.** (This law does not apply to: any document from any court or taxing authority; plats; DD214's; any state or federal document; any document executed before the effective date of this law (July 1, 2009).

REJECTED & RETURNED: \_\_\_\_\_