

MARY L. SWAIN



CLERK OF COURTS

TITLING AN OHIO USED MOBILE HOME

Dear Customer,

Titling a used mobile home in Ohio is a somewhat involved process. Your Clerk of Courts office has developed this checklist to aid you in this process to ensure the most efficient use of your time and to avoid unnecessary trips to our office before you have everything you need. The following steps must be completed in this order:

- Step 1. Assignment of Title:** The original Ohio Certificate of Title must be assigned to the purchaser by the seller on the back of the title and notarized. This can be done by a notary public or Clerk of Courts office.
- Step 2. Payment of Property Tax:** The property taxes must be paid in full for the current year as well as any back taxes at the County Treasurer's office, Government Services Center, 315 High Street, 10th Floor, Hamilton, OH 45011. At the time the taxes are paid, the treasurer will affix a stamp to the title. Property tax varies from one political subdivision to another and can range from \$20.00 to \$100.00 on average, but can be more. Contact your Treasurer's office at (513) 887-3181 to find out the exact amount of your taxes.
- Step 3. Payment of Conveyance Fee:** You must complete a Mobile Home Conveyance Fee Statement and pay conveyance fees at the County Auditor's office, Mobile Home Division, Administrative Center, 130 High Street, 3rd Floor, Hamilton, OH 45011. The fee is nominal and will range from \$1.50 to a few dollars, depending on the purchase price of the mobile home. The Auditor's office will affix a second stamp to the front of the title when the fees are paid. They will also provide you with an envelope in which to mail them a copy of the newly issued title once it has been transferred into your name. Failure to return a copy of the title to the Auditor's office will result in a fine.
- Step 4. Titling Your Mobile Home:** Bring the properly assigned title with the property and conveyance stamps to any of the four convenient locations of the Butler County Clerk of Courts for new title issuance. There will be a \$15.00 title fee, \$5.00 archival fee and \$1.00 fee for notarization of the Application for Title, for a total cost of \$21.00. Clerk of Courts title locations are:

Hamilton Title Office

Government Services Center
315 High Street, 5th Floor
Hamilton, OH 45011
(513) 887-3090

Middletown Title Office

3230 Roosevelt Blvd.
Middletown, OH 4504
(513) 425-8766

West Chester Title Office

4887 Smith Rd.
West Chester, OH 45069
(513) 860-9702

Fairfield Title Office

530 Wessel Dr., Suite H
Fairfield, OH 45014
(513) 737-7308

Sincerely,

MARY L. SWAIN

Butler County Clerk of Courts