



# MARY L. SWAIN

BUTLER COUNTY CLERK OF COURTS

## REQUEST TO OUT-OF-STATE LEASING COMPANY FOR RELEASE OF TITLE

Your customer, whose name and current address appear below, wishes to procure an Ohio Certificate of Title. Below are the documents necessary to conform to Ohio law:

1. The original Certificate of Title (if the car is registered in a title state) or Certificate of Registration, notarized bill of sale and lease agreement (if the vehicle is registered in a non-title state.)
2. A copy of the lien contract with the lienholder's name and address in full, if there is a lien on the vehicle. This cannot be in the same as the lessor's name.
3. Two notarized power of attorney forms for the customer to sign for the leasing company on the title and on the registration.
4. If there is no lien, we will need a letter of authorization in order to release the title to the customer so that they may procure license plates and registration.
5. You must also include your Ohio State ID number (either a Leasing Dealer "LD" number or a 99 Direct Pay number).

**IF THE TITLE BEARS A LIEN, THE CLERK OF COURTS OFFICE WILL FORWARD THE ORIGINAL CERTIFICATE OF TITLE TO THE LIENHOLDER AFTER PROCESSING**

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**To the Lessee:** Please indicate the title office below where you would like to pick up your title.

**To the Lessor:** Please mail the required documents listed above to the office indicated below.

**Hamilton Title Office**  
744 NW Washington Blvd., Suite A  
Hamilton, OH 45011  
(513) 887-3090

**Fairfield Title Office**  
530 Wessel Dr.  
Fairfield, OH 45014  
(513) 737-7308

**West Chester Title Office**  
4872 Union Centre Pavillion Dr  
West Chester, OH 45069  
(513) 860-9702

**Monroe Title Office**  
3203 Heritage Green Dr.  
Monroe, OH 45050  
(513) 785-6766

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Lessee Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Account Number: \_\_\_\_\_

Vehicle Description: Year: \_\_\_\_\_ Make/Model: \_\_\_\_\_

VIN Number: \_\_\_\_\_

GOVERNMENT SERVICES CENTER ● 315 HIGH STREET ● SUITE 550 ● HAMILTON, OHIO 45011-6016

513-887-3278 ● 513-887-3966 (fax) ● [clerkmail@butlercountyohio.org](mailto:clerkmail@butlercountyohio.org)

[www.butlercountyclerk.org](http://www.butlercountyclerk.org)