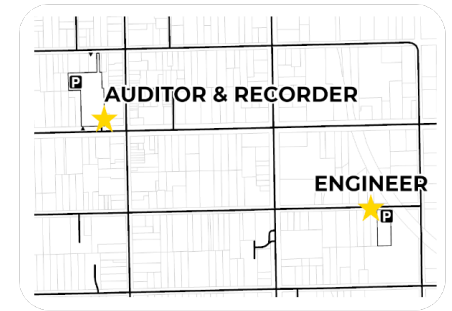


This reference sheet is given as basic instruction outlining the steps for transfer and recordation. All requirements of O.R.C. and local Ashtabula County Conveyance Standards must also be met. For a copy of the Conveyance Standards please visit [www.ashtabulacountyengineer.org](http://www.ashtabulacountyengineer.org) or <https://auditor.ashtabulacounty.us>. The County Engineer, Auditor, and Recorder cannot notarize, or give legal advice in regards to, any document for recordation.



## Step 1. Approval at the County Engineer

186 E. Satin St ☎ 440-576-3691

Fee(s): none



Documents will be emailed, preferably before being signed and notarized, to [deeds@ashtabulacountyengineer.org](mailto:deeds@ashtabulacountyengineer.org) for description approval. The Engineer will electronically stamp and email the documents back to the sender only. Walk-in approvals will be accepted at 186 East Satin St. when email is not possible.

*NOTE: New surveys are approved by a separate submittal process, emailed by the surveyor to [survey@ashtabulacountyengineer.org](mailto:survey@ashtabulacountyengineer.org), and returned by the Engineer to the surveyor only.*

### Requirements:

- Legible copy of prior instrument of record
- Volume and Page reference to said prior instrument
- 12-digit permanent parcel number(s)

## Step 2. Transfer at the County Auditor

25 W. Jefferson St ☎ 440-576-3783

Fee(s): \$0.50 per parcel,  
\$4.00 per \$1,000 of transfer value



The Auditor transfers property and updates tax records. Original documents that are signed and notarized are required. Emails are NOT accepted. Other documents may be required. Please call ahead to confirm

*NOTE: Mail must include a self-addressed stamped envelope. Mail WILL NOT be forwarded to other departments.*

Please make checks payable to:  
Ashtabula County Auditor

### Requirements:

- Engineer stamp on property descriptions and new survey map if applicable
- Paper copy of prior deed
- Completed conveyance form
- Other documents (if required)

## Step 3. Record at the County Recorder

25 W. Jefferson St ☎ 440-576-3762

Fee(s): \$34.00 for first 2 pages,  
\$8.00 for each additional page,  
\$4.00 per marginal reference

The Recorder records permanent record of the transfer. Original documents are required. The recorded document will be returned to you by mail after recording. A self-addressed, stamped envelope or postage is appreciated.

Please make checks payable to:  
Ashtabula County Recorder

### Requirements:

- Legible signatures\*
- Notary acknowledgements for grantor(s)
- Name of who prepared the document\*
- Legible type throughout the document

*\* Ohio requirements for signed documents. Please print or type names beneath illegible signatures.*

**Done**