

## MANUFACTURED HOME TRANSFER PROCEEDURE

Ohio law requires manufactured home owners to obtain a Certificate of Title. All manufactured home titles must have tax approval stamps from the County Treasurer's office and the County Auditor's office before a transfer of ownership can occur. In case of a court order, normally the title is unavailable. An "[In Lieu of Title](#)" form will be required and needs to be stamped by both the Treasurer and the Auditor's office to obtain a new title.

Titling a used manufactured home in Ohio is a somewhat involved process. This [checklist](#) will aid you in this process to ensure the most efficient use of your time and to avoid unnecessary trips to our office. The procedure is as follows:

### Step 1

**Assignment of Title:** The seller must fill out the back of the title to assign it to the purchaser. The title must be notarized by a notary public or deputy title clerk. It is recommended not to complete this step until you have a buyer for the home and will be able to accompany the buyer through the necessary steps to remove your name from the title. If a power-of-attorney, court document, or any other documentation other than a title is involved, please contact the Clerk of Courts or the Auditor's office for additional information.

### Step 2

[Butler County Treasurer's office](#)

Government Services Center  
315 High Street, 10th Floor  
Hamilton, OH 45011

**Payment of Property Tax:** All manufactured home taxes must be paid, current year and any delinquency, in full at the Treasurer's office. Once full payment is made, the Treasurer will affix a stamp indicating that all taxes have been paid. Contact the Treasurer's office at (513) 887-3181 to determine the exact amount of your taxes.

All homes sold prior to January 1, 2000 will be subject to Ohio sales tax. Contact the Clerk of Court office at 513-887-3090 to determine the sales tax to be paid.

### Step 3

**Payment of Conveyance Fee:** The conveyance fee must be paid at the auditor's office.

Butler County Auditor's office [Manufactured Home Division](#)

Administrative Center  
130 High Street, 3rd Floor  
Hamilton, OH 45011  
Phone 513-887-3154  
Fax 513-887-3149

The conveyance fee is \$1.00 per thousand (\$0.10 per hundred) of the purchase price, rounded up to the next \$100.00, and a \$0.50 transfer fee. The Auditor's office will affix a second stamp to the front of the title when the home is conveyed to the new owner and fees are paid. An envelope will be given in which to mail a copy of the newly issued title to the auditor's office once it has been transferred into the buyer's name. Failure to complete and return the registration form within thirty (30) days from the date of

purchase will result in a fine of one hundred dollars which will be applied to the tax record.

#### **Step 4**

***Titling Your Manufactured Home:*** Take the notarized title with the Treasurer and Auditor's stamps to any of the four local title offices listed below or any title office in the State of Ohio to obtain a new title.

##### [Hamilton Title Office](#)

Government Services Center  
315 High Street, 5th Floor  
Hamilton, Ohio 45011  
Phone (513) 887-3090  
Fax (513) 887-3970

##### [Fairfield Title Office](#)

Village Green  
530 Wessel Drive , Suite H  
Fairfield, Ohio 45014  
Phone (513) 737-7308  
Fax (513) 737-7487

##### [Middletown Title Office](#)

Barbara Park Center  
3230 Roosevelt Blvd.  
Middletown, Ohio 45042  
Phone (513) 425-8766  
Fax (513) 425-8604

##### [West Chester Title Office](#)

Beckett Towne Centre  
4887 Smith Road  
West Chester, Ohio 45069  
Phone (513) 860-9702  
Fax (513) 860-9708

**Per Ohio Revised Code §4503.062 (A) every owner of a mobile/manufactured home must provide the park with the following information: name and age of the owner and inhabitants, permanent/temporary post office addresses, license number and state issuing license of each home, date of arrival/departure, make and model of each home.**

**Also provide the park with a copy of the current title and any additional information required.**