

# Manufactured or Mobile Home Conveyance Fee Statement of Value and Receipt

If exempt by Ohio Revised Code section 319.54(G)(3), use form DTE 100M(EX)

## FOR COUNTY AUDITOR'S USE ONLY

Tax list year:	County number: 9	Tax dist. number:	Date:	Number
Home located in _____ taxing district				Neigh. Code
Name on tax duplicate _____ Tax duplicate year _____				Value
Description of home: Year mfg. _____ Serial number _____				Consideration
Make _____ Cert. of title # _____ Registration # _____				

### Grantee or Representative Must Complete All Questions in This Section

Type or print all information. See instructions on reverse.

- Grantor's (seller's) name \_\_\_\_\_ Phone \_\_\_\_\_
- Grantee's (buyer's) name \_\_\_\_\_ Phone \_\_\_\_\_  
Grantee's address \_\_\_\_\_
- Address of home before transfer \_\_\_\_\_
- Address of home after transfer \_\_\_\_\_
- Tax billing address \_\_\_\_\_
- Conditions of sale (check all that apply):  Buyer and seller are related  Part interest  Transfer  Trade  Gift  
 Other \_\_\_\_\_
- Cash paid (if any) \$ \_\_\_\_\_
  - New debt (loan) amount (if any) \$ \_\_\_\_\_
  - Loan balance assumed (if any) \$ \_\_\_\_\_
  - Total consideration (amount paid) (add lines 7a, 7b and 7c) \$ \_\_\_\_\_
  - Portion, if any, of total amount paid for items other than the home \$ \_\_\_\_\_
  - Consideration for home on which fee is to be paid (7d minus 7e) \$ \_\_\_\_\_
  - Name of lender (if any) \_\_\_\_\_
  - If gift, in whole or part, estimate market value of the home \$ \_\_\_\_\_
- Has the grantor indicated that this property is entitled to receive the senior citizen, disabled person or surviving spouse homestead exemption for the current year?  Yes  No If yes, complete form DTE 101.
- Application for owner-occupancy (2.5% on qualified levies) reduction. (**Notice:** Failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed.) Will this property be grantee's (buyer's) principal residence by Jan. 1 of next year?  Yes  No
- Is this property leased or otherwise rented to tenants solely for residential purposes?  Yes  No If yes, new owner must complete and submit a Rental Registration Form to the County Auditor within 60 days (including weekends and holidays) of the date of this transfer to avoid a potential penalty on their tax bill.

*I declare under penalties of perjury that this statement has been examined by me and to the best of my knowledge and belief it is a true, correct and complete statement.*

Signature of grantee or representative \_\_\_\_\_ Printed name of grantee or rep. \_\_\_\_\_ Date \_\_\_\_\_

### Receipt for Payment of Conveyance Fee

The conveyance fee required by Ohio Revised Code (ORC) section 319.54(G)(3) and, if applicable, the fee required by ORC Chapter 322, in the total amount of \$ \_\_\_\_\_ has been paid by \_\_\_\_\_ and received by the Butler County Auditor.

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receipt Number

## Instructions to Grantee (Buyer) or Representative for Completing Manufactured or Mobile Home Conveyance Fee Statement of Value

**Complete lines 1 through 9 on the front of this form.**

**WARNING:** All questions must be completed to the best of your knowledge to comply with Ohio Revised Code (R.C.) section 319.202. Persons willfully failing to comply or falsifying information are guilty of a misdemeanor of the first degree (R.C. section 319.99(B)). The county auditor has discretionary power under R.C. section 319.202(A) to request additional information in any form of documentation deemed necessary to verify the accuracy of the information provided by the grantee on the front of the form.

**NOTE:** This form and fee only apply to the transfer of manufactured or mobile homes where (i) the grantor is not a new manufacturer or mobile home dealer or (ii) the grantor is a new manufactured or mobile home dealer, but the home was previously titled to an owner who was not a new manufactured or mobile home dealer.

- Line 1** List grantor's (seller's) name as shown on the title conveying this home.
- Line 2** List grantee's (buyer's) name as shown on the title conveying this home and the grantee's mailing address.
- Line 3** List address of home before this transfer by street number and name.
- Line 4** List address of home after this transfer (address to which buyer will relocate this home if it is relocated).
- Line 5** List complete name and address to which tax bills are to be sent. **CAUTION:** Each property owner is responsible for paying the property taxes on time even if no tax bill is received.
- Line 6** Show any special condition of sale that would affect the purchase price. If any of the special conditions noted are involved, check the appropriate box. Briefly describe other conditions in the space provided.
- Line 7**
- a) Enter cash paid for this home (if any).
  - b) Enter amount of new loan on this home (if any).
  - c) Enter amount of the balance assumed on an existing loan (if any).
  - d) Add lines 7a, 7b, 7c.
  - e) If any portion of the amount paid reported on line 7d was paid for items other than the home, enter the amount paid for those items.
  - f) Deduct line 7e from line 7d and enter the difference on this line.
  - g) List lender (if any).
  - h) In the case of a gift, in whole or part, enter the estimated price that the home would bring in the open market.
- Line 8** If the grantor (seller) has indicated that the home to be conveyed will receive the senior citizen, disabled person or surviving spouse homestead exemption for the current tax year under R.C. section 4503.065, grantor (seller) must complete DTE form 101 or submit a statement that complies with the provisions of R.C. section 319.202(A)(2), and the grantee (buyer) must submit such form to the county auditor along with this statement.
- Line 9** Complete line 9 (application for owner occupancy – 2.5% reduction on qualified levies) only if the parcel is used for residential purposes. To receive the owner occupancy tax reduction for next year, you must own and occupy your home as your principal place of residence (domicile) on Jan. 1 of that year. A homeowner and spouse may receive this reduction on only one home in Ohio. Failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed.
- Line 10** Answer this question "Yes" if this property is leased or otherwise rented to tenants solely for residential purposes. The new owner must complete and submit a Rental Registration form to the county auditor within 60 days (including weekends and holidays) of the date of this transfer. Per ORC 5323.99, failure to comply may result in the levying of a special assessment on residential rental property between \$50-\$150.