

MANUFACTURED HOME TRANSFER OF OWNERSHIP

- 1. Assignment of Ownership:** The seller must complete the 'assignment of ownership' portion on the back of the title and have it notarized. If you have any questions regarding the title, please contact the Butler County Clerk of Courts Title Division. Please note: ***All titles must have a tax stamp from the County Treasurer's Office and a conveyance stamp from the County Auditor's Office before a title can be transferred to a new owner.***
- 2. Taxes and Treasurer's Stamp:** Manufactured home taxes must be paid in full (current year and any delinquency) at the County Treasurer's Office. Once payment is made in full, the Treasurer's Office will be able to place a tax stamp on the front of the title. In order to receive a tax stamp on the same day payment is made, taxes must be paid using cash, certified check, or money order.

Butler County Treasurer's Office
315 High St, 10th Fl
Hamilton, OH 45011
(513) 887-3181, option 0

- 3. Conveyance and Auditor's Stamp:** The County Auditor's Office will be able to place a second stamp on the title after the conveyance paperwork is completed and the conveyance fees are paid.

Butler County Auditor's Office
130 High St, 3rd Fl
Hamilton, OH 45011
(513) 887-3154

- 4. New Title:** The new owner can take the notarized title with the Treasurer's and Auditor's stamps to any of the Clerk of Courts Title Offices listed below to obtain a new title:

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

Middletown Title Office
3203 Heritage Green Dr
Monroe, OH 45050
(513) 425-8766

Fairfield Title Office
550 Wessel Dr
Fairfield, OH 45014
(513) 737-7308

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