TUSCARAWAS COUNTY OFFICES
PROCEDURE FOR PROCESSING DEED TRANSFERS

Below are the steps for processing a deed transfer either in person or by mail.

PROCESSING DEED TRANSFER IN PERSON

PRE-APPROVAL PROCESS – All deed transfers require pre-approval prior to recording the deed.

Deed pre-approvals are done by the Tax Map Office and the County Auditor's Office and the steps are as follows:

1. Fill out the top portion of the "Deed Conveyance Requirements Form" for the pre-approval. Attach all applicable prior deeds.
2. Submit a copy of the deed being recorded (**not the original**) to the Tax Map Office.
3. If the deed involves a split, the paperwork with the appropriate approvals must be included. See below for additional approvals needed.
    a. If the split is within the corporation limits of a city or village, the approval of that city or village is required.
    b. If the split is in the township, approvals are needed by the County Engineer (if not a State Road) or ODOT (if a State Road), Regional Planning (if under 5 acres and/or contiguous to an adjoining tract) and Health Department or Health Department Affidavit (if less than 5 acres). Also, if the property is in Lawrence Township, Dover Township or Sandy Township, zoning approval is also required.
4. Once the deed is pre-approved by the Tax Map Office and the Auditor's Office, it will be placed in the designated area of the Tax Map Office for retrieval. Please note that pre-approvals take approximately 7 business days to complete. They are processed on a first-in, first-out basis. If there is missing information, it will be placed in the designated area of the Tax Map Office for your retrieval, correction and resubmission.

DEED RECORDING PROCESS

Once the deed has been pre-approved, the deed recording process takes 3 steps and involves the Tax Map Office, the County Auditor's Office and the County Recorder's Office. ***All 3 steps must be completed for the deed to be recorded*.**

STEP 1 – Tax Map Office

Bring the original signed deed along with the approved Deed Conveyance Requirements Form with any attachments. The Tax Map Office will stamp the original deed. If there is missing information, it will be given back to you for correction and resubmission.

STEP 2 – County Auditor's Office

All deeds must be stamped by the Tax Map Office prior to processing. Please attach the approved Deed Conveyance Requirements Form with any other attachments. They are processed on a first-in, first-out basis. The DTE 100EX form or DTE 100 form must be completed and legible. If DTE 101(Homestead) and/or DTE 102(CAUV) forms are needed, please bring them as well. Bring a check payable to **Tuscarawas County Treasurer** for the exact fees. Refer to the Auditor's Website or contact the Auditor's Office for the Conveyance Fees. The County Auditor's Office will affix a "TRANSFERRED" stamp upon completion. Once processed, the deed(s) and any accompanying forms will be returned to you. The necessary forms, attachments and exact fees are required or the deed(s) will not be processed and returned to you.

STEP 3 – County Recorder's Office

All deeds must have the Tax Map Office stamp and the County Auditor's "TRANSFERRED" stamp or they will be rejected and returned to you unrecorded. Bring a check payable to **Tuscarawas County Recorder** for the exact fees. Refer to the Recorder's Website or contact the Recorder's Office for the Recording Fees. Once recorded and stamped, the original deed(s) will be returned to you. The correct fees must be provided or the deed(s) will not be recorded and returned to you.

PROCESSING DEED TRANSFER BY MAIL

PRE-APPROVAL PROCESS – All deed transfers require pre-approval prior to recording the deed.

Deed pre-approvals are done by the Tax Map Office and the County Auditor's Office and the steps are as follows:

1. Provide a **self-addressed stamped envelope** with sufficient postage to accommodate the size of your documents.
2. Fill out the top portion of the "Deed Conveyance Requirements Form" for pre-approval. Attach all applicable prior deeds.
3. Mail a copy of the Deed being recorded (**not the original**), Deed Conveyance Requirements Form and the self-addressed stamped envelope to the following address: Tuscarawas County Map/GIS Office, 125 East High Avenue, Room 216, New Philadelphia, OH 44663.
4. If the deed involves a split, the paperwork with the appropriate approvals must be included. See below for additional approvals needed.
    a. If the split is within the corporation limits of a city or village, the approval of that city or village is required.
    b. If the split is in the township, approvals are needed by the County Engineer (if not a State Road) or ODOT (if a State Road), Regional Planning (if under 5 acres and/or contiguous to an adjoining tract) and Health Department or Health Department Affidavit (if less than 5 acres). Also, if the property is in Lawrence Township, Dover Township or Sandy Township, zoning approval is also required.
5. Once the deed is pre-approved by the Tax Map Office and the Auditor's Office, it will be mailed back to you in the envelope provided. Please note that pre-approvals take approximately 7 business days to complete not including mail delivery time. They are processed on a first-in, first-out basis. If there is missing information, it will be mailed back for correction and resubmission. Please include a self-addressed stamped envelope if resubmitted.

DEED RECORDING PROCESS

Once the deed has been pre-approved, the deed recording process takes 3 steps and involves the Tax Map Office, the County Auditor's Office and the County Recorder's Office. ***All 3 steps must be completed for the deed to be recorded and you must mail each office separately in the order outlined below for transferring and recording***.

STEP 1 – Tax Map Office

Provide a **self-addressed stamped envelope** with sufficient postage to accommodate the size of your documents. Mail the original signed deed along with the approved Deed Conveyance Requirements Form and any other attachments to the Tuscarawas County Map/GIS Office, 125 East High Avenue, Room 216, New Philadelphia, Ohio 44663. The Tax Map Office will stamp the original deed and mail it back to you in the envelope provided. If there is missing information, it will be mailed back to you for correction and resubmission. Please include a self-addressed stamped envelope if resubmitted.

STEP 2 – County Auditor's Office

Provide a **self-addressed stamped envelope** with sufficient postage to accommodate the size of your documents. Deeds, required forms and exact fees are to be mailed to the Tuscarawas County Auditor's Office at 125 East High Avenue, Room 120, New Philadelphia, Ohio 44663. All deeds must be stamped by the Tax Map Office prior to processing or they will be returned unprocessed by our office. Please attach the approved Deed Conveyance Requirements Form with any other attachments. They are processed on a first-in, first-out basis. The DTE 100EX form or DTE 100 form must be completed and legible. If DTE 101(Homestead) and/or DTE 102(CAUV) forms are needed, please include them as well. Include a check payable to **Tuscarawas County Treasurer** for the exact fees. Refer to the Auditor's Website or contact the Auditor's Office for the Conveyance Fees. The County Auditor's Office will affix a "TRANSFERRED" stamp upon completion and mail it back to you with any accompanying forms in the envelope provided. If mailing multiple deeds, please inform us the order in which they are to be processed. The

necessary forms, attachments and exact fees are required or the deed(s) will not be processed and mailed back to you for correction and resubmission. Please include a self-addressed stamped envelope if resubmitted.

STEP 3 – County Recorder's Office

Provide a **self-addressed stamped envelope** with sufficient postage to accommodate the size of your documents. Deeds are to be mailed to the Tuscarawas County Recorder's Office at 125 East High Avenue, Room 110, New Philadelphia, Ohio 44663. All deeds must have the Tax Map Office stamp and the County Auditor's "TRANSFERRED" stamp or they will be rejected and returned to you unrecorded. Please include a brief cover letter explaining your request. If multiple deeds are being processed, please inform us the order in which they are to be recorded. Include a check payable to **Tuscarawas County Recorder** for the exact fees. Refer to the Recorder's Website or contact the Recorder's Office for the Recording Fees. Once recorded and stamped, the original deed will be mailed back to you in the envelope provided. The correct fees must be provided or the deed(s) will not be recorded and mailed back to you. Please include a self-addressed stamped envelope if resubmitted.

QUESTIONS IF PROCESSING DEED TRANSFERS IN PERSON OR BY MAIL? CONTACT US:

Map Office	**330-365-3303**	**gis@co.tuscarawas.oh.us**
Auditor	**330-365-3220**	**auditor@co.tuscarawas.oh.us**
Recorder	**330-365-3284**	**recorder@co.tuscarawas.oh.us**