

Crawford County Auditor



Robin Hildebrand

TO WHOM IT MAY CONCERN:

The procedure for transferring a deed is as follows:

- The prior deed book and page, tax mailing address and the parcel number must be on the deed.
- Have the legal description on the deed approved by the Engineering Dept. The deed can be taken to the Engineer's office for approval or the deed can be faxed to the Engineering Dept at 419-563-0157. They will fax back an approval sheet. **THIS SHEET MUST ACCOMPANY THE DEED WHEN TRANSFERRING.**
- A completed conveyance form (paying-100 or exempt-100EX) must accompany the deed.
- The criteria for paying vs. exempt can be found on DTE forms 100 and 100(EX).
- The deed, engineering's approval sheet and conveyance form can then be forwarded to the auditor's office for transfer. The fees for transferring a deed are as follows:

\$.50 per parcel for the transfer fee

\$4.00 per thousand for the conveyance fee. We round up to the nearest 100 and then multiply by four. (\$4.00 minimum) *

Ex: Consideration is \$50,475.00

Round to \$50,500.00 divide by 1000 X 4 = \$202.00 (conveyance fee)

If you have any questions concerning this matter, please feel free to give us a call.

Crawford County Auditor's Office
Vicki Whitmeyer
Deputy Auditor

*** Effective October 1, 2004 the conveyance fee went up to \$4.00 per thousand and the minimum fee is \$4.00.**

Crawford County Website: www.crawford-co.org