



MARK R. STEWART
AUDITOR

OFFICE OF THE AUDITOR

LORAIN COUNTY, OHIO

October 9, 2012

Notice is hereby given that the Lorain County Auditor's office will no longer accept the following forms unsigned:

- **DTE 100 - Real Property Conveyance Fee Statement Of Value And Receipt**
- **DTE 100 (EX) - Statement Of Reason For Exemption From Real Property Conveyance Fee**
- **DTE 100M - Manufactured And Mobile Home Conveyance Fee Statement of Value And Receipt**
- **DTE 100M(EX) - Statement Of Reason For Exemption From Manufactured And Mobile Home Conveyance Fee**

The transfer of real property and manufactured or mobile homes require a statement signed by the grantee affirming the value of the property transferred.

The DTE forms mentioned above are sworn statements required by statute. All forms must be properly signed and dated.

In instances where the grantee is an individual, the signature line should contain that individual's signature.

In instances where the grantee is a corporation or other business entity, the signature line should contain the signature of a corporate officer authorized to sign on behalf of that entity.

In instances where a representative of the grantee is filing the statement, the signature line should contain the signature of an actual person with an indication of the representative capacity of that individual.

Merely writing the name of a corporate entity or title company is insufficient.

In any instances where the signature is illegible or difficult to read, the auditor's office is requiring the person presenting the form to print his or her name in addition to the signature.

This will go into effect November 1, 2012. Statements that do not comply will not be transferred until corrected.

Lorain County Auditor