

# E-Transfer instructions for Lorain County Auditor

Straight transfers only, no splits, combinations or plats can be filed electronically

5 types of DTE transfer documents: **THESE MUST BE SCANNED AHEAD OF DEEDS**

- DTE\_Affidavit
  - An affidavit to support exemption that is going to be recorded.
- DTE100 – Please fill in all boxes required. See example below
  - **MOST CURRENT DTE100 CAN BE FOUND ON OUR WEBSITE. FORM MUST CONTAIN BAR CODE ON TOP LEFT CORNER**
  - Must be scanned at 100% scale and 8.5 x 11
  - All information must be typed
  - use assessed values
  - For multiple parcels that won't fit on form, please attach a sheet with parcel information (sample shown below) for multiple parcels that do fit on form, all assessed land values may be added together and all assessed building values may be added together.
  - Purchase agreements are to be scanned with the DTE100
- DTE100EX – Please fill in all boxes required. See example below.
  - Must be scanned at 100% scale and 8.5 x 11
  - All information must be typed
  - use assessed values
  - An affidavit to support exemption that is not to be recorded is to be scanned with the DTE100ex
- DTE101\_HMSTD – This will be initialed by our office and returned to submitter
- DTE102\_CAUV – This will be initialed by our office and returned to submitter

All of the following should be scanned under deed types.

- Affidavit of successor trustee,
- Affidavit of Transfer of Death Confirmation,
- Affidavit of Survivorship
- Death certificates to support affidavits can be scanned with this document.

Information used to fill out DTE100 & DTE100ex can be found on our website: [www.loraincountyauditor.gov](http://www.loraincountyauditor.gov)

EXAMPLE:

Location	
Parcel	<b>1000014000020</b>
Owner	<b>REASONER RENEE L</b>
Address	<b>11538 INDIAN HOLLOW RD GRAFTON OH 44044</b>
City / Township	<b>CARLISLE TWP</b>
School District	<b>MIDVIEW LSD</b>
Neighborhood	<b>12200 - INDIAN HOLLOW RD AREA/WHITE OAK SUB 1</b>
Tax District	<b>22</b>

Valuation							
Year	Land	Appraised (100%)			Assessed (35%)		
		Improvements	Total	Land	Improvements	Total	
2023	\$37,300.00	\$90,240.00	<b>\$127,540.00</b>	\$13,060.00	\$31,580.00	<b>\$44,640.00</b>	
2022	\$37,300.00	\$90,240.00	<b>\$127,540.00</b>	\$13,060.00	\$31,580.00	<b>\$44,640.00</b>	
2021	\$37,300.00	\$90,240.00	<b>\$127,540.00</b>	\$13,060.00	\$31,580.00	<b>\$44,640.00</b>	
2020	\$29,670.00	\$71,790.00	<b>\$101,460.00</b>	\$10,380.00	\$25,130.00	<b>\$35,510.00</b>	
2019	\$29,670.00	\$71,790.00	<b>\$101,460.00</b>	\$10,380.00	\$25,130.00	<b>\$35,510.00</b>	



### Real Property Conveyance Fee Statement of Value and Receipt

DTE 100  
Rev. 5/20

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

**TYPE OR PRINT ALL INFORMATION.**

Type instrument	Tax list year	County number <b>47</b>	Tax, dist. number	Date
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Property located in \_\_\_\_\_ taxing district  
 Name on tax duplicate \_\_\_\_\_ Tax duplicate year \_\_\_\_\_  
 Acct. or permanent parcel no. \_\_\_\_\_ Map book \_\_\_\_\_ Page \_\_\_\_\_  
 Description \_\_\_\_\_  Platted  Unplatted

Auditor's comments:  Split  New plat  New improvements  Partial value  
 C.A.U.V  Building removed  Other \_\_\_\_\_

- Grantor's name \_\_\_\_\_
- Grantee's name \_\_\_\_\_  
Grantee's address \_\_\_\_\_
- Address of property \_\_\_\_\_
- Tax billing address \_\_\_\_\_
- Are there buildings on the land?  Yes  No If yes, check type:  
 1, 2 or 3 family dwelling  Condominium  Apartment: No. of units \_\_\_\_\_  
 Manufactured (mobile) home  Farm buildings  Other \_\_\_\_\_  
 If land is vacant, what is intended use? \_\_\_\_\_
- Conditions of sale (check all that apply)  Grantor is relative  Part interest transfer  Land contract  
 Trade  Life estate  Leased fee  Leasehold  Mineral rights reserved  Gift  
 Grantor is mortgagee  Other \_\_\_\_\_
- a) New mortgage amount (if any) \_\_\_\_\_ \$ \_\_\_\_\_  
 b) Balance assumed (if any) \_\_\_\_\_ \$ \_\_\_\_\_  
 c) Cash (if any) \_\_\_\_\_ \$ \_\_\_\_\_  
 d) Total consideration (add lines 7a, 7b and 7c) \_\_\_\_\_ \$ \_\_\_\_\_  
 e) Portion, if any, of total consideration paid for items other than real property \_\_\_\_\_ \$ \_\_\_\_\_  
 f) Consideration for real property on which fee is to be paid (7d minus 7e) \_\_\_\_\_ \$ \_\_\_\_\_  
 g) Name of mortgagee \_\_\_\_\_  
 h) Type of mortgage  Conv.  F.H.A.  V.A.  Other \_\_\_\_\_  
 i) If gift, in whole or part, estimated market value of real property \_\_\_\_\_ \$ \_\_\_\_\_
- Has the grantor indicated that this property is entitled to receive the senior citizen, disabled person or surviving spouse homestead exemption for the preceding or current tax year?  Yes  No If yes, complete form DTE 101.
- Has the grantor indicated that this property qualified for current agricultural use valuation for the preceding or current tax year?  Yes  No If yes, complete form DTE 102.
- 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 principal residence by Jan. 1 of next year?  Yes  No If yes, is the property a multi-unit dwelling?  Yes  No  
 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 Date

Number
No. of Parcels
DTE Code No.
Neigh. Code
No. of Acres
Land Value
Bldg. Value
Total Value
DTE Use Only
DTE Use Only
DTE Use Only
Consideration
DTE Use Only Valid sale 1. Yes 2. No
Receipt Number

#### Receipt for Payment of Conveyance Fee

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

J. Craig Snodgrass CPA, CGFM  
County auditor

\_\_\_\_\_  
Date



Form is fillable on your computer. Click field areas to enter data then print and submit form.

Statement of Reason for Exemption From Real Property Conveyance Fee

DTE 100EX Rev. 1/14

Ohio Revised Code section 319.202 and 319.54(G)(3)

FOR COUNTY AUDITOR'S USE ONLY

Table with columns: Instr., Tax district no., Tax list, Date, Land, Co. no. 47, Bldg., Number, Total

DTE code number, Split/new plat, Remarks, Property located in, Name on tax duplicate, Tax duplicate year, Acct. or permanent parcel no., Map book, Page, Description

The Following Must Be Completed by Grantee or His/Her Representative

Type all information. See instructions on reverse.

- 1. Grantor's name, Phone, 2. Grantee's name, Phone, Grantee's address, 3. Address of property, 4. Tax billing address

- 5. No conveyance fees shall be charged because the real property is transferred: a) to or from the United States, this state or any instrumentality, agency or political subdivision of the United States or this state, b) solely in order to provide or release security for a debt or obligation, c) to confirm or correct a deed previously executed and recorded, d) to evidence a gift, in any form, between husband and wife, or parent and child, or the spouse of either, e) on sale for delinquent taxes or assessments, f) pursuant to court order, to the extent that such transfer is not the result of a sale effected or completed pursuant to such order, g) pursuant to a reorganization of corporations or unincorporated associations or pursuant to the dissolution of a corporation, to the extent that the corporation conveys the property to a stockholder as a distribution in kind of the corporation's assets in exchange for the stockholder's shares in the dissolved corporation, h) by a subsidiary corporation to its parent corporation for no consideration, nominal consideration or in sole consideration of the cancellation or surrender of the subsidiary's stock, i) by lease, whether or not it extends to mineral or mineral rights, unless the lease is for a term of years renewable forever, j) when the value of the real property or interest in real property conveyed does not exceed \$100, k) of an occupied residential property being transferred to the builder of a new residence when the former residence is traded as part of the consideration for the new residence, l) to a grantee other than a dealer in real property, solely for the purpose of and as a step in, its prompt sale to others, m) to or from a person when no money or other valuable and tangible consideration readily convertible into money is paid or to be paid for the real estate and the transaction is not a gift, ATTACH AFFIDAVIT, n) to an heir or devisee, between spouses or to a surviving spouse, from a person to himself and others, to a surviving tenant, or on the death of a registered owner, o) to a trustee acting on behalf of minor children of the deceased, p) of an easement or right-of-way when the value of the interest conveyed does not exceed \$1,000, q) of property sold to a surviving spouse pursuant to Ohio Revised Code section (R.C.) 2106.16, r) to or from an organization exempt from federal income under Internal Revenue Code section 501(c)(3), provided such transfer is without consideration and is in furtherance of the charitable or public purpose of such organization, s) among the heirs at law or devisees, including a surviving spouse of a common decedent, when no consideration in money is paid or to be paid for the real property, t) to a trustee of a trust, when the grantor of the trust has reserved an unlimited power to revoke the trust, u) to the grantor of a trust by a trustee of the trust, when the transfer is made to the grantor pursuant to the exercise of the grantor's power to revoke the trust or to withdraw trust assets, v) to the beneficiaries of a trust if the fee was paid on the transfer from the grantor of the trust to the trustee or pursuant to trust provisions that became irrevocable at the death of the grantor, w) to a corporation for incorporation into a sports facility constructed pursuant to R.C. section 307.696[307.69.6], x) between persons pursuant to R.C. section 5302.18, y) from a county land reutilization corporation organized under R.C. section 1724 to a third party.

- 6. Has the grantor indicated that this property is entitled to receive the senior citizen, disabled person or surviving spouse homestead exemption for the preceding or current year? Yes No If yes, complete form DTE 101. 7. Has the grantor indicated that this property is qualified for current agricultural use valuation for the preceding or current tax year? Yes No If yes, complete form DTE 102. 8. 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 principal residence by Jan. 1 of next year? Yes No If yes, is the property a multi-unit dwelling? Yes No

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, Print Name, Date

