

**REAL PROPERTY CONVEYANCE FEE STATEMENT OF VALUE AND RECEIPT**

If exempt by O.R.C. 319.54 (G)(3), Use DTE Form 100 (EX)

**FOR COUNTY AUDITOR'S USE ONLY**

Type Instrument	Tax List Year	County Number <b>31</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  Partial Value  
 C.A.U.V.  Building Removed  New Improvements  Other \_\_\_\_\_

**Grantee or Representative Must Complete All Questions in This Section**  
 Type or print all information. See instructions on reverse.

1. Grantor: \_\_\_\_\_ Phone: \_\_\_\_\_  
 2. Grantee: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Grantee's Address: \_\_\_\_\_  
 3. Address of Property: \_\_\_\_\_  
 4. Tax Billing Address: \_\_\_\_\_  
 5. Are there buildings on the land?  No  Yes (requires information below)  
 1, 2 or 3 family  Manufactured Home  
 Condominium  Apartment - Number of Units \_\_\_\_\_  
 Farm Building  Other - \_\_\_\_\_  
 If land is vacant, what is the intended use? \_\_\_\_\_  
 6. Conditions of sale (Check all that apply):  
 Grantor is a relative  Part Interest Transferred  Grantor is a Mortgagee  Land Contract  
 Gift  Trade  Life Estate  Leasehold  
 Mineral Rights Reserved  Leased Fee  Other: \_\_\_\_\_  
 7. (a) New Mortgage Amount (if any) \_\_\_\_\_ \$ \_\_\_\_\_  
 (b) Balanced Assumed (if any) \_\_\_\_\_ \$ \_\_\_\_\_  
 (c) Cash (if any) \_\_\_\_\_ \$ \_\_\_\_\_  
 (d) Total Consideration (7A+7B+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-7E) \_\_\_\_\_ \$ \_\_\_\_\_  
 (g) Name of mortgagee \_\_\_\_\_  
 (h) Type of mortgage Conventional FHA VA Other \_\_\_\_\_  
 (i) If gift, in whole or part, estimated market value of real property \_\_\_\_\_ \$ \_\_\_\_\_  
 8. The grantor has 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)  
 9. The grantor has indicated that this property qualifies for current agricultural use valuation for the preceding or current tax year.  Yes  No (If yes, complete form DTE 102)  
 10. Application For 2-1/2% 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 principle residence by January 1 of next year?  Yes  No If yes, is the property a multi-unit dwelling?  Yes  No  
 11. Is this property leased or otherwise rented to tenants solely for residential purposes?  Yes  No If yes, new owner must complete and submit a Rental Registration Form to the County Auditor within 60 days (including weekends and holidays) of the date of this transfer to avoid a penalty on their tax bill.

**I declare under penalties of perjury that this statement has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement.**

Printed Name of Grantee or Representative \_\_\_\_\_ Signature of Grantee or Representative \_\_\_\_\_ Date \_\_\_\_\_

**RECEIPT FOR PAYMENT OF CONVEYANCE FEE**

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

**DUSTY RHODES** County Auditor Date \_\_\_\_\_

Receipt Number \_\_\_\_\_

INSTRUCTIONS TO GRANTEE OR REPRESENTATIVE FOR COMPLETING  
REAL PROPERTY CONVEYANCE FEE STATEMENT OF VALUE

COMPLETE LINES 1 THROUGH 11 IN BOX ONLY

**WARNING:** ALL QUESTIONS MUST BE COMPLETED TO THE BEST OF YOUR KNOWLEDGE IN ORDER TO COMPLY WITH THE PROVISIONS OF OHIO REVISED CODE SECTION 319.202 AND THE CONVEYANCE STANDARDS ADOPTED BY THE HAMILTON COUNTY AUDITOR AND THE HAMILTON COUNTY ENGINEER, AS REQUIRED BY 319.203. PERSONS WILLFULLY FAILING TO COMPLY OR FALSIFYING INFORMATION ARE GUILTY OF A MISDEMEANOR OF THE FIRST DEGREE (O.R.C. 319.99). IT IS IMPORTANT THAT THE INFORMATION ON THIS FORM BE ACCURATE AS IT WILL BE USED TO DETERMINE WHETHER ALL REAL PROPERTY, INCLUDING THIS PROPERTY, IS UNIFORMLY ASSESSED FOR REAL PROPERTY TAX PURPOSES.

LINE 1 List grantor's name as shown in the deed or other instrument conveying this real property. Phone number is optional.

LINE 2 List grantee's name as shown in the deed or other instrument conveying this real property along with grantee's address. Phone number is optional.

LINE 3 List address of property conveyed by house number and street.

LINE 4 List complete address to which tax bills are to be sent if different than address of property conveyed.

**CAUTION: EACH PROPERTY OWNER IS RESPONSIBLE FOR PAYING THE PROPERTY TAXES ON TIME EVEN IF NO TAX BILL IS RECEIVED.**

LINE 5 If there are no buildings on the land conveyed check box "No". If there are buildings check box "Yes" and the appropriate box that described the type of building. If other, describe briefly the type of building such as "office building".

LINE 6 Show any special conditions of sale that would affect the consideration. If any of the special conditions noted are involved check the appropriate box. Briefly describe other conditions in the space provided.

LINE 7  
A) Enter amount of new mortgage on this property (if any).  
B) Enter amount of the balance assumed on an existing mortgage (if any).  
C) Enter cash paid for this property (if any).  
D) Add lines 7A, 7B and 7C.  
E) If any portion of the consideration reported on line 7D was paid for items other than real property, enter the portion of the consideration paid for those items.  
F) Deduct line 7E from line 7D and enter the difference on this line.  
G) In the case of a gift, in whole or part, enter the estimated price the real estate described in the deed would bring in the open market.  
H) Check type of mortgage  
I) List mortgagee or mortgagees (The party who advances the funds for a mortgage loan).

LINE 8 If the grantor has indicated that the property to be conveyed will receive the senior citizen, disabled person or surviving spouse homestead exemption for the preceding or current tax year under O.R.C. section 3232.152 (A), the grantee and grantor must complete DTE FORM 101, or submit a statement which complies with the provisions of O.R.C. section 319.202(a)(2) and submit such form to the county auditor along with this conveyance fee statement.

LINE 9 If the grantor has indicated that the property to be conveyed was qualified for current agricultural use valuation for the preceding or current tax year under O.R.C. section 5713.30, the grantor must complete DTE FORM 102, or a statement that complies with O.R.C. section 319.202 (B)(2), and submit such form to the county auditor along with this conveyance fee statement.

LINE 10 Complete line 10 (Application For 2 1/2% Reduction) only if the parcel is used for residential purposes. To receive the 2 1/2% homestead tax reduction for the next year, you must own and occupy your home as your principle place of residence (domicile) on January 1 of that year. A homeowner and spouse may receive this reduction on only one home in Ohio. Failure to complete this application prohibits the owner from receiving this reduction until another properly and timely application is filed.

LINE 11 Answer this question "Yes" if this property is leased or otherwise rented to tenants solely for residential purposes. The new owner must complete and submit a Rental Registration Form to the County Auditor within 60 days (including weekends and holidays) of the date of this transfer to avoid a penalty on their tax bill.