

NOTICE

Per the Ohio Department of Taxation and in accordance with Ohio Revised Code, the county auditor may inspect any and all documents in connection with the submission of a conveyance, such as affidavits, deeds, trust documents, purchase agreements, closing statements, court orders, resolutions from corporate boards of directors, articles of incorporation, or Internal Revenue Service exemption certificates to determine whether the transfer is entitled to exemption.

The following documents must be provided for the review of all exempt transfers to or from an LLC (items 3 and 4 will be returned):

1. DTE 100EX
2. Notarized Affidavit of Facts stating the reason for the transfer and why there was no money exchanged
3. State Certificate with Articles of Organization
4. Operating Agreement

The Auditor reserves the right to request additional documentation as noted above. After these documents are reviewed by the Auditor's Office, the exempt transfer will be approved or denied.

Auditor staff will contact the preparer of the affidavit when the review is completed.

Submittal of required documents does not guarantee same-day transfer.