

Ohio law requires that any taxes owed on a Manufactured Home must be paid in full to transfer title ownership.

STEPS TO HELP TAXPAYERS TRANSFER MANUFACTURED HOME TITLE DURING COVID-19 LOCKDOWN

STEP 1. Phone Trumbull County Treasurer to verify if taxes are paid, or get amount owed to pay taxes in full. **Trumbull County Treasurer: (330) 675-2436**

STEP 2. Phone Trumbull County Auditor to receive instructions for conveyance forms and fee amounts owed for transfer. **County Auditor (330) 675-2420**

STEP 3. Phone Clerk of Courts Auto Title. verify with Auto Title amount owed for new title (\$20.00 w/o late fee \$25.00 with late fee) and what needs completed on current title (signed and notarized on both top/bottom of title – Seller’s and Buyer’s signatures).

Clerk of Courts Auto Title (330) 675-2407

STEP 4. PLACE EVERYTHING IN ENVELOPE AND PUT IN EITHER THE OUTSIDE TREASURER’S DROP BOX (Harmon Street) OR TREASURER’S DROP BOX IN THE ADMINISTRATION BUILDING LOBBY.

PLEASE WRITE ON OUTSIDE OF ENVELOPE INFORMATION FOR MOBILE HOME TRANSFER

CONTENTS OF THE ENVELOPE:

1. Payment to County Treasurer if taxes are owed. CHECK or MONEY ORDER.
2. Payment to County Auditor for transfer fee per instructions of Auditors office.
3. Payment to Clerk of Courts for title fee (\$20.00 fee if not over 30 days from date of purchase. If over 30 days, total fee will be \$25.00). MUST BE CASHIER’S CHECK, MONEY ORDER OR EXACT CASH.
4. Current Certificate of Title filled out as per instructions of Auto Title Department.
****NOTE: Both the top and bottom section of the title must be signed and notarized before processing.**
5. Self-Addressed envelope for purpose of sending new title.
6. Contact name and phone number in case any questions by County need answered.

Once received the County offices will process your payments and issue a new title.