

Ashtabula County Sheriff's Office – William R. Johnson, Sheriff

Attorneys' Offices Information/Foreclosures

****ATTENTION: AS OF JANUARY 1, 2017 WE WILL NO LONGER REQUIRE A DEPOSIT FOR EACH SALE****

Preparing the Confirmation for Filing

1. Print a "Request Tax Form" from the Sheriff's website to get the tax amount. It is highly recommended that this request form be filled out and requested from the Treasurer's office Before the Date of sale. When printing the "Request Tax Form" you may also view the sale date on the Sheriff's Website. Taxes will be pro-rated.
2. Include the cost for recording the Sheriff's Deed at the Recorder's Office. The fee is \$28 for the first two pages and \$8 for each additional page. Include a self addressed stamped envelope.
3. Include the Conveyance fee. See below.

Within the Confirmation the fees to be paid out should be listed as follows:

- | | |
|---------|---|
| First: | Payable to the Clerk of Courts ... |
| Second: | Payable to the Ashtabula County Treasurer ... |
| Third: | Payable to the Ashtabula County Sheriff ... \$100.00 (flat fee) |
| Fourth: | Payable to the Ashtabula County Auditor ... |
| Fifth: | Payable to the Ashtabula County Recorder ... |
| Sixth: | Payable to the (lien holders) ... |

Preparing the Conveyance Fee Statement

1. The Conveyance Fee Form is available at the Auditor's Office. This form must accompany the Sheriff's Deed sent to the Sheriff's Office. Please be aware if the property needs an Exemption form and/or a CAUV form, these must also accompany the Sheriff's Deed. If you mail a large self addressed stamped envelope to the Auditor's Office they will kindly send you a stack of Conveyance forms or you may pick them up in the Auditor's Office. The Exemption Form and the CAUV Form can be printed off the Sheriff's website or obtained at the Auditor's Office.
2. Conveyance fees are calculated based on \$4 per \$1,000 of the sale price and \$0.50 per parcel. You may contact Melissa at 440-576-

1435 or Karen at 440-576-3789 at the Auditor's Office for further information on your fees and proper forms.

Preparing the Sheriff's Deed

1. A deed form is available on the Sheriff's website for your use. There is a link available at www.ashtabulacountysheriff.org. Use of this form is necessary to maintain uniformity and compliance to the Sheriff's Deeds. (ORC 2329.36)
2. The completed Deed and the Conveyance Fee form (as well as a check for all fees and any other necessary forms) may be mailed or dropped off at the Sheriff's Office.

Reminder on Filing Paperwork

To the Court: You must submit the Order of Confirmation and a copy of the Conveyance Fee Statement (as well as copies of any other necessary forms).

To the Sheriff's Office: You must submit the Conveyance Fee form (as well as any other necessary forms), the Sheriff's Deed and full amount of monies due.

***Remember, if the property has an Exemption or is a CAUV property, the proper forms from the Auditor's Office must accompany the Sheriff's Deed.**

Important Websites

Sheriff: www.ashtabulacountysheriff.org

Auditor: www.ashtabulacountyauditor.org

Treasurer: www.ashtabulacountytreasurer.org

Clerks: www.courts.co.ashtabula.oh.us

You may view the Recorder's Index at www.landaccess.com

Should you have any questions concerning these instructions or any other matter, please do not hesitate to contact Stacy at the Ashtabula County Sheriff's civil office at 440-576-3542 or by e-mail at smillberg@ashtabulacounty.us