



**STEPS TO OBTAIN NEW TITLE FOR MANUFACTURED AND MOBILE HOMES**

The following steps must be completed in the Franklin County Courthouse, located at 373 South High Street, before proceeding to the Auto Title Offices, or after receiving court order.

<p><b>19<sup>th</sup> Floor</b> <b>Auditor's Office</b></p>	<p>Present Title to The Franklin County Auditor's Office, Transfer and Conveyance Section: Between the hours of 8:00 a.m. and 4:30 p.m. A Transfer and Conveyance Fee will need to be paid, unless the transfer is exempt.</p> <ul style="list-style-type: none"> <li>Title will be copied and a check of the current tax status.</li> <li>Complete Transfer and Conveyance Forms DTE 100 or DTE 101, and other applicable forms.</li> <li>Receive Conveyance and Transfer stamps on Title.</li> <li>Pay Transfer Fee of \$.50</li> <li>Pay Conveyance Fee, which is currently \$2.00 per Thousand dollars and .20 cents per hundred on the purchase price. Effective 1/12/06</li> </ul> <p><i>Example: \$20,500.00 would be \$41.00 Conveyance Fee.</i></p>
<p><b>17<sup>th</sup> Floor</b> <b>Treasurer's Office</b></p>	<p>Present the Title to the Treasurer's Office:</p> <ul style="list-style-type: none"> <li>Receive a Red Validation Stamp if all taxes are paid in full.</li> <li>If not paid the Treasurer will create a bill, which must be paid in full to receive the Red Validation Stamp</li> </ul>
<p><b>Franklin County</b> <b>Auto Title Offices</b></p>	<p>Proceed to any of the following Auto Title Offices:</p> <p><b>Main/South Branch - 614-525-3090</b> 45 Great Southern Blvd - Columbus, Ohio 43207</p> <p><b>North Branch - 614-525-3090</b> 980 Morse Road - Columbus, Ohio 43229</p> <p><b>East Branch - 614-525-3090</b> 1583 Alum Creek Dr - Columbus, Ohio 43209</p> <p><b>West Branch - 614-525-3090</b> 4153 W Broad St - Columbus, Ohio 43228</p> <p>Appropriate fees must be paid and the New Title will be issued.</p>
<p><b>Tax Due Dates</b></p>	<p>Taxes are due on <b><u>March 1<sup>st</sup></u></b> of each year. You can choose to pay the entire amount due on <b>March 1<sup>st</sup></b>, or half on <b>March 1<sup>st</sup></b> and <b>July 31<sup>st</sup></b> of each year.</p>