



**CLARENCE E. MINGO II**  
 Franklin County Auditor  
 Conveyance Tax & Transfer Section  
 373 South High Street, 19<sup>th</sup> Floor  
 Columbus, Ohio 43215  
 614-525-3253

**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, 19<sup>th</sup> Floor *before* proceeding to the Auto Title Offices, or after receiving court order.

<p style="text-align: center;"><b>19<sup>th</sup> Floor</b></p> <p style="text-align: center;"><b>Auditor's Office Conveyance Tax &amp; Transfer Section</b></p>	<p><b>Present Title to The Franklin County Auditor's Office, Conveyance Tax &amp; Transfer Section: Between the hours of 8:00 a.m. and 5:00 p.m.</b></p> <ul style="list-style-type: none"> <li>• Title will be copied and checked for current tax status.</li> <li>• Complete Transfer and Conveyance Forms <i>DTE 100M</i>, <i>DTE 100M(EX)</i> or <i>DTE 101</i>, and other applicable forms.</li> <li>• Receive Conveyance and Transfer stamps on Title.</li> </ul> <p><b>A Transfer and Conveyance Fee is to be paid, unless transfer is exempt:</b></p> <ul style="list-style-type: none"> <li>• Transfer Fee is \$.50</li> <li>• The rate 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 style="text-align: center;"><b>17<sup>th</sup> Floor</b></p> <p style="text-align: center;"><b>Treasurer's Office</b></p>	<p><b>Present the Title to the Treasurer's Office:</b></p> <ul style="list-style-type: none"> <li>• Receive a Red Validation Stamp if 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 style="text-align: center;"><b>Franklin County Auto Title Offices</b></p>	<p><b>Proceed to any of the following Auto Title Offices:</b></p> <p><b>Main/South Branch - 614-525-3090</b>  <b>45 Great Southern Blvd - Columbus, Ohio 43207</b></p> <p><b>North Branch</b>  <b>980 Morse Road - Columbus, Ohio 43229</b></p> <p><b>West Branch</b>  <b>4153 W. Broad St. Columbus, Ohio 43228</b></p> <p><b>East Branch</b>  <b>1583 Alum Creek Dr. - Columbus, Ohio 43209</b></p> <p><i>Appropriate fees must be paid and a new Title will be issued.</i></p>
<p style="text-align: center;"><b><u>Tax Due Dates</u></b></p>	<p><b>Taxes are due on <u>March 1<sup>st</sup></u> of each year. You can choose to pay the entire amount due on March 1<sup>st</sup>, or half on March 1<sup>st</sup> and July 31<sup>st</sup> of each year.</b></p>