



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>Step 1: 19th Floor Auditor's Office</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"> Title will be copied and a check of the current tax status. Complete Transfer and Conveyance Forms DTE 100 or DTE 101, and other applicable forms. Receive Conveyance and Transfer stamps on Title. Pay Transfer Fee of \$.50 Pay Conveyance Fee, which is currently \$3.00 per Thousand dollars and .30 cents per hundred on the purchase price. Effective 10/7/2019 <p><i>Example: \$20,500.00 would be \$61.50 Conveyance Fee.</i></p>
<p>Step 2: 17th Floor Treasurer's Office</p>	<p>Present the Title to the Treasurer's Office:</p> <ul style="list-style-type: none"> Receive a Red Validation Stamp if all taxes are paid in full. If not paid the Treasurer will create a bill, which must be paid in full to receive the Red Validation Stamp
<p>Step 3: Franklin County Auto Title Offices</p>	<p>Proceed to any of the following Auto Title Offices:</p> <p>Main/South Branch - 614-525-3090 45 Great Southern Blvd - Columbus, Ohio 43207</p> <p>North Branch - 614-525-3090 980 Morse Road - Columbus, Ohio 43229</p> <p>East Branch - 614-525-3090 1583 Alum Creek Dr - Columbus, Ohio 43209</p> <p>West Service Center - 614-525-3090 4153 W Broad St - Columbus, Ohio 43228</p> <p>Appropriate fees must be paid and the New Title will be issued.</p>
<p><u>Tax Due Dates</u></p>	<p>Taxes are due on <u>March 1st</u> of each year. You can choose to pay the entire amount due on March 1st, or half on March 1st and July 31st of each year.</p>