How to Conduct Business with the Auditor’s Office

While we will continue to provide all service to the public, effective Monday June 8, 2020 the Auditor’s office is offering appointments for the public to conduct in person business. We encourage you to continue to utilize electronic means found on our website www.clermontauditor.org. It is a valuable tool to conduct business with the Auditor’s Office and the forms necessary for transferring real estate, mobile homes, tax reduction programs such as CAUV, AG District, and tax credit programs such as Homestead and Owner Occupancy are available on our forms page under the Real Estate Tab.

Transactions are encouraged to be completed via US mail, submitted electronically, by appointment OR documents can be dropped off at our office by using the drop box located in the front of the Administration building 101 E. Main St. or in the rear of the building entrance lobby box.

All transfers-property, mortgage, death designation, E-Deeds and any other document that needs transferred/and or recorded can be sent via US mail, drop box or by appointment.

Transfers must be in a sealed envelope and include the following when applicable:

• Separate checks for each office made payable to the Clermont County Treasurer
• Self-addressed stamped envelope for returning the documents
• All forms completed in their entirety (i.e. DTE 100, 100EX, 101, 102, etc.)
• Contact information (name, phone and email) for the person responsible for the transfer

Filing a Deed electronically- Please visit the Recorder’s E-Filing page for electronic filing details https://recorder.clermontcountyohio.gov/e-filing/. For Recorder’s fees please visit their Fee Schedule page. Auditor’s document requirements and fees can be found on the Real Property Transfers and Conveyances page.

We reserve the right to reject any transfers based on the same standards already in place used for transferring property. You will be contacted by telephone or email in these instances.

CAUV and Renewal Applications: can be mailed via US mail, dropped off by appointment or placed in the lockbox located at the rear and from of the building

Mobile Home titles must be stamped by Treasurer and all forms completed and fees enclosed. We would encourage individuals to set up an appointment to facilitate this transaction.

Vendor/Cigarette License (Licensing) https://www.clermontauditor.org/_dnn/Licensing/Cigarette-Licenses forms are available on our website, these can be returned via US mail or drop box.

Dog Licenses: Tags can be purchased online or in person via appointment. Please note; online orders will be processed as quickly as is possible. Please keep a copy of your confirmation number for reference. If you wish to go to one of the vendors, please call the vendor first to confirm they have them available and that they are still open for business

Board of Revision: Questions regarding an existing Board of Revision compliant should be emailed to BOR@clermontcountyohio.gov, or call our office at 513-732-7150. Complaints are currently being reviewed and you will be notified by a senior appraiser regarding your complaint or hearing.

Weights and Measures: As of May 4, 2020 all field operations have resumed. Concerns or issues can be made by calling 513-732-7150 and leaving a detailed voice mail with your contact information. All complaints will be logged and checked as soon as possible. Any complaints of price gouging should be made to the Ohio Attorney General’s office.

If you have any questions, please do not hesitate to contact us Monday through Friday 8:00am -4:30pm
(513) 732-7150