

Effective March 17, 2020; until further notice, the Auditor's office is closed to the public. Our website www.clermontauditor.org is a valuable tool to conduct business with the Auditor's Office. 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. For any questions or clarification please contact us by calling (513)732-7150 or at (preferred): <https://www.clermontauditor.org/ContactUs/ContactUsHome.aspx>.

All Transactions will need to be completed and submitted electronically, via US mail, OR documents can be dropped off at our office by using the Treasurer's drop box located in the front of the Administration building 101 E. Main St. or in the rear of the building's entrance in the lobby drop box.

All Real Property Transfers: Property, mortgage, death designation, and any other document that need transferred/and or recorded can be completed via the Recorder's E-Filing System, sent via US mail or drop box.

Filing a Deed electronically- Please visit the Recorder's E-Filing page for electronic filing details <https://recorder.clermontcountyohio.gov/>. 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.*

Filing via US Mail/Drop Box

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

CAUV and Renewal Applications: CAUV applications must be mailed via US mail or dropped off to lockbox located at the rear and front of the Administration building with the appropriate fee. Renewals can be emailed to lfraley@clermontcountyohio.gov.

Homestead and Owner's Occupancy: Forms may be emailed to lfraley@clermontcountyohio.gov or sent via US mail or drop box.

Mobile Home titles must be stamped by Treasurer and all forms completed and fees enclosed; then sent via US mail or drop box.

Vendor/Cigarette License(Licensing) Vendor Licensing and Cigarette Licensing forms are available on our website at <https://www.clermontauditor.org/dnn/Licensing/Vendors-Licenses> and <https://www.clermontauditor.org/dnn/Licensing/Cigarette-Licenses>. These can be returned via US mail or drop box.

Dog Licenses: Tags can be purchased online. Please note; online orders will be processed as quickly as is possible. Please keep a copy of your confirmation number for reference.

Board of Revision: BOR forms can be found on our website under forms tab. Completed forms can be emailed to BOR@clermontcountyohio.gov, returned via US mail or placed in the drop box.

Weights and Measures: As of 3/17/2020, all field operations have been suspended. Concerns or issues can be made by calling 513-732-7150 and leaving a detailed voice mail with your contact information. Any complaints of price gouging, should be made to the Ohio Attorney General's office.

Property Tax Exemptions: Any entity wishing to file property tax exemptions should fill out the form as instructed and mail 2 copies to the Auditors office, Attn: Exemption. Should you require help filling it out, please call 513-732-8109 and leave a message. Form DTE 23 "Application for Real Property Tax Exemption" can be found on the Auditors Website or online at the Ohio Department of Taxation.

If you have any questions, please do not hesitate to contact us: Monday through Friday 8:00am -4:30pm (513) 732-7150 or at <https://www.clermontauditor.org/ContactUs/ContactUsHome.aspx>