

MANUFACTURED HOME TRANSFER PROCEDURE

Ohio law requires manufactured home owners to obtain a Certificate of Title. Transferring ownership of a manufactured home in Ohio requires specific documentation and involves visits to several county offices – Mahoning County Treasurer to pay taxes, Mahoning County Auditor to transfer ownership and Mahoning County Clerk of Courts or Mahoning County Court #3 in Sebring to obtain the new title issued in the buyer's name.

Before a new title can be issued in the buyer's name, the title must have tax approval stamps from the County Treasurer's office and a transfer stamp from the County Auditor's office. In case of a court order, normally the title is unavailable. An "In Lieu of Title" form will be required and needs to be stamped by both the Treasurer and the Auditor's office to obtain a new title.

This following checklist is provided to assist you in the process:

Step 1

Assignment of Title: The seller must fill out the back of the title to assign it to the buyer. The title must be notarized by a notary public or deputy title clerk. It is recommended not to complete this step until you have a buyer for the home and will be able to accompany the buyer through the necessary steps to remove your name from the title. If a power of attorney, court document, or any other documentation other than a title is involved, please contact the Clerk of Courts or the Auditor's office for additional information.

Step 2

Payment of Property Tax: All manufactured home taxes, current year and any delinquency, must be paid in full at the Treasurer's office (120 Market Street, Youngstown, OH 44503). Once full payment is made, the Treasurer will affix two stamps indicating that all taxes have been paid. Contact the Treasurer's office at 330-740-2460 to determine the exact amount of your taxes. All homes sold prior to January 1, 2000 will be subject to Ohio sales tax. Contact the Clerk of Court office to determine the sales tax to be paid.

Step 3

Transfer of Ownership and Payment of Conveyance Fee: All transfers of a manufactured home are charged a conveyance fee in the Auditor's Office unless the transfer meets one of the reasons for exemption from the fee as set by the State of Ohio. If there is no money being paid for the Manufactured Home but it does not meet one of the reasons allowed by law, the conveyance fee will be charged on the value of the manufactured home as determined on the Treasurer's duplicate.

The conveyance fee is \$4.00 per thousand (\$0.40 per hundred) of the purchase price, rounded up to the next \$100.00, and a \$0.50 transfer fee. The Auditor's office will stamp the front of the title when the home is conveyed to the new owner and fees are paid.

Step 4

New Title Issued in Buyer's Name: Take the completed title with the Treasurer and Auditor's stamps to the Clerk of Courts Title Department, 345 Oak Hill, Suite 102, Youngstown, OH 44503 or Mahoning County Court #3 at 606 E Ohio Avenue, Sebring, OH 44672.

An envelope will be given to the taxpayer to give to the Title Department who will then mail a copy of the newly issued title to the Auditor's Office once it has been transferred into the buyer's name. Failure to complete and return the registration form within thirty (30) days from the date of purchase will result in a fine of one hundred dollars which will be applied to the tax record.

Per Ohio Revised Code §4503.062 (A) every owner of a mobile/manufactured home must provide the park with the following information: name and age of the owner and inhabitants, permanent/temporary post office addresses, license number and state issuing license of each home, date of arrival/departure, make and model of each home.

Also provide the park with a copy of the current title and any additional information required.