

## TYPES OF DEEDS

Deeds are classified as official or private and are categorized based on the type of title warranties provided by the grantor.

### Commonly Used Deed Types:

AD	Auditors Deed
AF	Affidavit
CE	Corporation with EE Deed
CM	Commissioners Deed
CQ	Corporation Quit Claim Deed
CS	Corporation with ST Deed
CW	Corporation Warranty Deed
DC	Death Certificate
ED	Executors Deed
EE	Estate by the Entireties Deed
FD	Fiduciary Deed
GR	Guardians Deed
GW	General Warranty Deed
JE	Journal Entry
JS	Joint Survivorship Deed
LW	Limited Warranty Deed
MD	Marshall's Deed
OD	Transfer on Death Affidavit
PC	Probate Certificate
QC	Quit Claim Deed
SD	Sheriffs Deed
ST	Survivorship Tenancy Deed
SW	Special Warranty Deed
TR	Trustees Deed
WD	Warranty Deed

# DEEDS

A guide to understanding deeds and the transfer process.



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### Information for Lucas County Residents

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## WHAT ARE PROPERTY DEEDS?

A deed is a signed legal instrument used to transfer ownership of real property from the old owner (grantor) to the new owner (grantee).

The law requires any document which transfers an interest in real estate must be presented to the Auditor for transfer before being recorded by the County Recorder.

## THE TRANSFER PROCESS

1. Have a new deed created.

\*\*\*We recommend having the deed created by an attorney or a title company to ensure that it is done correctly. If an attorney or title company brings the deed to the Auditor's Office, the process for the citizen ends here.\*\*\*

2. Bring the COMPLETED (filled out, signed, and notarized) transfer document and all parties involved with the transfer and also any pertinent documentation (trust documents, LLC paperwork, etc) to the Auditor's Office.
3. Pay all required fees.
4. The Auditor's Office updates the owner information on the transfer card.
5. The Auditor's Office stamps the deed to verify the transfer.
6. Verified and stamped deed is brought to the Recorder's Office for recording.
7. The recorded deed is mailed back to the address noted on the deed.

## CONVEYANCE FEES

The conveyance fee, also called a transfer tax, is required by law. Lucas County charges 0.4% of the price or value paid for the interest being transferred.

This conveyance fee is in addition to the \$0.50 per parcel transfer fee that is charged by the Auditor, and is collected at the time of transfer. There are separate forms for taxable and for exempt transfers.

Not every transfer is taxable. Ohio law sets forth 25 exemptions under which no tax is collected.

Common exemptions are transfers due to: death, creation of joint tenancy by current owners, court order, and sale or purchase by a governmental unit.

## COMMON QUESTIONS

How do I transfer my property?  
How do I change the name on my property?  
How do I add someone to my property?

To make any changes to your property, a new deed needs to be drawn up. We recommend you have an attorney or title company prepare the deed. Once the deed is prepared, you submit it with the conveyance form to the Auditor's Office for transfer.

## COMMON QUESTIONS

Do I need an attorney to prepare the deed?

No, but because it is a legal document we are unable to assist in preparing the deed.

How much does it cost to transfer a deed?

If the transaction is part of a sale, you must pay a conveyance fee. The conveyance fee in Lucas County is \$4.00 per \$1,000.00 of the sale price (rounded up to the nearest \$100). If the transfer qualifies for an exemption, only the transfer fee applies.

The Recorder's Office also has fees for recording the deed after it has transferred. There are no exemptions for recording fees.

My spouse passed away, how do I get their name off the deed?

That depends on how you currently hold title. If you currently hold title with rights of survivorship, you will need a certified copy of the Death Certificate and an Affidavit of Survivorship. An attorney or title company can create an Affidavit of Survivorship for you.

If the property is not in survivorship, most likely, you will need to get a Certificate of Transfer from the Probate Court.