

# Real Property Conveyance Fee Statement of Value and Receipt

If exempt by Ohio Revised Code section 319.54(G)(3), use form DTE 100(ex)

**FOR COUNTY AUDITOR'S USE ONLY**

DTE 100

Rev August 2016

Type Instrument	Tax list year	County number	Tax Dist number	Date
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Property located in \_\_\_\_\_ taxing district

Name on tax duplicate \_\_\_\_\_ Tax duplicate year \_\_\_\_\_

**Permanent Parcel Number** \_\_\_\_\_ Map book \_\_\_\_\_ Page \_\_\_\_\_

Description \_\_\_\_\_ Platted Unplatted

Auditor's comments:  Split New plat New improvements Partial value

C.A.U.V. Building removed Other \_\_\_\_\_

Number

No. of Parcels

DTE Code No.

Neigh. Code

No. of Acres

Land Value

Bldg. Value

Total Value

DTE Use Only

DTE Use Only

DTE Use Only

Consideration

DTE Use Only

Valid Sale

1 Yes 2 No

Receipt Number

## GRANTEE OR REPRESENTATIVE MUST COMPLETE ALL QUESTIONS IN THIS SECTION

TYPE OR PRINT ALL INFORMATION

SEE INSTRUCTIONS ON REVERSE

1. Grantor's Name \_\_\_\_\_ Phone: \_\_\_\_\_

2. Grantee's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Grantee's Address \_\_\_\_\_

3. Address of Property \_\_\_\_\_

4. Tax billing address \_\_\_\_\_

5. Are there buildings on the land?  Yes  No If yes, Check type:

1, 2 or 3 family dwelling  Condominium  Apartment, No. of Units \_\_\_\_\_

Manufactured (mobile) home  Farm buildings  Other \_\_\_\_\_

If land is vacant, what is intended use? \_\_\_\_\_

6. Conditions of sale (check all that apply)  Grantor is relative  Part interest transfer  Land Contract

Trade  Life estate  Leased fee  Leasehold  Mineral rights reserved  Gift

Grantor is mortgagee  Other \_\_\_\_\_

7. a) New mortgage amount (if any) ..... \$ \_\_\_\_\_

b) Balance assumed (if any) ..... \$ \_\_\_\_\_

c) Cash (if any) ..... \$ \_\_\_\_\_

d) Total consideration (add lines 7a, 7b and 7c) ..... \$ \_\_\_\_\_

e) Portion, if any, of total consideration paid for items other than real property ..... \$ \_\_\_\_\_

f) Consideration for real property on which fee is to be paid (7d minus 7e) ..... \$ \_\_\_\_\_

g) Name of mortgagee \_\_\_\_\_

h) Type of mortgage  Conv.  F.H.A.  V.A.  Other \_\_\_\_\_

i) If gift, in whole or part, estimated market value of real property ..... \$ \_\_\_\_\_

8. Has the grantor indicated that this property is entitled to receive the senior citizen, disabled person or surviving spouse homestead exemption for the preceding or current tax year?  Yes  No If yes, complete form DTE 101.

9. Has the grantor indicated that this property qualified for current agricultural use valuation for the preceding or current tax year?  Yes  No If yes, complete form DTE 102.

10. Application for owner-occupancy (2.5% on qualified levies) reduction. (Notice: Failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed.) Will this property be grantee's principal residence by Jan. 1 of next year?  Yes  No If yes, is the property a multi-unit dwelling  Yes  No

I declare under penalties of perjury that this statement has been examined by me and to the best of my knowledge and belief is a true, correct and complete statement.

Signature of grantee or representative

Date

## Receipt for Payment of Conveyance Fee

The conveyance fee required by Ohio Revised Code section (R.C. 319.54(G)(3) and, if applicable, the fee required by R.C. 322, in the total amount of \$ \_\_\_\_\_, has been paid by \_\_\_\_\_ and received by the \_\_\_\_\_ Cuyahoga County Auditor.

County Auditor

Date





Cuyahoga County Fiscal Department - Real Property Transfers

**Sale Verification Questionnaire**

OFFICE USE ONLY

Instrument #:

Trans. Date:

Verified by:

Parcel Number: \_\_\_\_\_

Prop Address: \_\_\_\_\_

Sale Date: \_\_\_\_\_

Parcels in Sale: \_\_\_\_\_

Sale Amount: \_\_\_\_\_

**SELLER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**BUYER**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

**Please answer the following questions:**

1. Were there any special conditions affecting the sale?

Sale between family members.  
 Sale between two affiliated businesses.  
 Auction Sale  
 Forced Sale or Sheriff's Sale  
 Sale involved a government agency or public utility.  
 Buyer is a religious or charitable organization.  
 Land contract or contract for deed.  
 Sale involves only a partial interest.  
 Sale includes trade or exchange or properties.  
 Sale by judicial order  
 **NONE OF THE ABOVE**

2. What was the use of the property at time of sale?

Single Family Residence       Vacant Lot  
 Multifamily Residence       Retail  
 Apartment Building       Industrial  
 Other \_\_\_\_\_

3. Was property rented/leased at time of sale?  Yes  No

4. Did sale price include an existing business?  Yes  No

5. Was any personal property, such as furniture, equipment, machinery, livestock, business inventory, included in the sale price?  Yes  No

If yes, describe: \_\_\_\_\_

Est. Value of Personal Prop. Incl. in Sale: \$ \_\_\_\_\_

6. Have there been any recent changes to the property?

No       Demolition  
 Addition(s)       Renovations

When was work completed? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Estimated Cost of Work Done: \$ \_\_\_\_\_

7. Does the buyer hold title to any adjoining property?  Yes  No

8. Was an appraisal done on the property?  Yes  No

9. Were any delinquent taxes assumed by the purchaser?

No  
 Yes - Amount: \_\_\_\_\_

10. How was the property marketed? (Check all that apply)

Listed with Real Estate Agent       Displayed "For Sale" sign  
 Advertised in Newspaper       Word of Mouth

**ACKNOWLEDGMENT**

The undersigned acknowledges that the information provided to the Cuyahoga County Fiscal Office regarding this real estate transfer is truthful and completed to the best of their knowledge. All information obtained through this questionnaire will be used to determine whether or not this transaction is an arms-length, market based sale.

Grantor

Print Name \_\_\_\_\_

Phone \_\_\_\_\_

Grantee

Cell \_\_\_\_\_

Agent

Signature \_\_\_\_\_

Email \_\_\_\_\_



# Instructions to Grantee or Representative for Completing Real Property Conveyance Fee Statement of Value

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Complete lines 1 through 10 in box.

**WARNING:** All questions must be completed to the best of your knowledge to comply with Ohio Revised Code (R.C.) section 319.202. Persons willfully failing to comply or falsifying information are guilty of a misdemeanor of the first degree (R.C. section 319.99(B)). It is important that the information on this form be accurate as it will be used to determine whether all real property, including this property, is uniformly assessed for real property tax purposes.

**Note:** The county auditor has discretionary power under R.C. section 319.202(A) to request additional information in any form of documentation deemed necessary to verify the accuracy of the information provided by the grantee on the front of the form.

**Line 1** List grantor's name as shown in the deed or other instrument conveying this real property.

**Line 2** List grantee's name as shown in the deed or other instrument conveying this real property and the grantee's mailing address.

**Line 3** List address of property conveyed by street number and name.

**Line 4** List complete name and address to which tax bills are to be sent. **CAUTION:** Each property owner is responsible for paying the property taxes on time even if no tax bill is received.

**Line 5** If there are no buildings on the land conveyed, check "no." If there are buildings, check "yes" and the appropriate box that describes the type of buildings. If other, describe briefly the type of buildings, such as "office building."

**Line 6** Show any special condition of sale that would affect the consideration. If any of the special conditions noted are involved, check the appropriate box. Briefly describe other conditions in the space provided.

**Line 7**

- a) Enter amount of new mortgage on this property (if any).
- b) Enter amount of the balance assumed on an existing mortgage (if any).
- c) Enter cash paid for this property (if any).
- d) Add lines 7a, 7b and 7c.
- e) If any portion of the consideration reported on line 7d was paid for items other than real property, enter the portion of the consideration paid for those items.
- f) Deduct line 7e from line 7d and enter the difference on this line.
- g) List mortgagee or mortgagees (the party who advances the funds for a mortgage loan).
- h) Check type of mortgage.
- i) In the case of a gift, in whole or part, enter the estimated price that the real estate would bring in the open market.

**Line 8** If the grantor has indicated that the property to be conveyed will receive the senior citizen, disabled person or surviving spouse homestead exemption for a proceeding or current tax year under R.C. section 323.152(A), grantor must complete DTE 101 or submit a statement that complies with the provisions of R.C. section 319.202(A)(2), and the grantee must submit such form to the county auditor along with this statement.

**Line 9** If the grantor has indicated that the property to be conveyed qualified for current agricultural use valuation for the preceding or current tax year under R.C. section 5713.30, the grantor must complete DTE 102 or a statement that complies with R.C. section 319.202(B)(2), and the grantee must submit such form to the county auditor along with this statement.

**Line 10** Complete line 10 (application for owner-occupancy reduction on qualified levies) only if the parcel is used for residential purposes. To receive the owner-occupancy homestead tax reduction on qualified levies for next year, you must own and occupy your home as your principal place of residence (domicile) on Jan. 1 of that year. A homeowner and spouse may receive this reduction on only one home in Ohio. Failure to complete this application prohibits the owner from receiving this reduction until another proper and timely application is filed.

The real property conveyance fee is payable on the amount of money reported on either item 7f or 7i.

