

Karen T. Bailey

Champaign County Auditor

1512 S. Hwy. 68, Suite B300 • Urbana, Ohio 43078
Phone: 937-484-1600 • Fax: 937-484-1626
<http://champaignoh.ddti.net>



How to transfer a Manufactured Home title

All offices are located in the Champaign County Community Center Building
1512 S. Hwy 68 Urbana, Ohio 43078

Step #1 The Champaign County Title Department (Bay11)

- Verify your title and complete the assignment
- You can contact the Title Department by phone with any questions or concerns (937-484-1517) Hours are 8:00-4:30 M-F

Step #2 The Champaign County Treasurer's office (Suite B400)

- Verify that all taxes are paid, and receive paid stamp on title
- No checks accepted, cash or cashier's checks only (guaranteed funds)
- You can contact the Treasurer's office by phone with any questions or concerns (937-484-1640)

Step #3 The Champaign County Auditor's office (Suite B300)

- You must present the title in-person to the Auditor's office
- Transfer fees are \$.50 and the conveyance fee is \$4.00 per thousand dollars of the purchase price
- The Auditor's office will verify all taxes are paid and complete the required Transfer and Conveyance forms before stamping the title for transfer
- You can contact the Auditor's office by phone with any questions or concerns (937- 484-1600)

Step #4 The Champaign County Title Department

- Once you have received your transfer/conveyance stamp and Treasurer's stamp, proceed back to the Title department for the new title
- All appropriate fees must be paid before the new title is issued
- No checks accepted

"Proudly serving the citizens of Champaign County"