

## Types of Deeds

Deeds can be classified in numerous ways. Broadly, deeds are classified as official or private and are categorized based on the type of title warranties provided by the grantor.

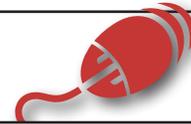
### Commonly Used Deed Types:

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

## Contact Us



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[WWW.CO.LUCAS.OH.US/AUDITOR](http://WWW.CO.LUCAS.OH.US/AUDITOR)



SEND AN E-MAIL.  
[OUTREACH@CO.LUCAS.OH.US](mailto:OUTREACH@CO.LUCAS.OH.US)



CALL OUR OFFICE  
 (419) 213-4406

### Anita Lopez Lucas County Auditor

One Government Center, Ste. 600  
 Toledo, OH 43604-2255  
 Phone: (419) 213-4406

#### Do you have more questions?

Simply provide a phone number or email address and a representative from our office will contact you.



# DEEDS

A Guide to Understanding Deeds and the transfer process.



## INFORMATION FOR LUCAS COUNTY RESIDENTS



PREPARED BY  
 OFFICE OF ANITA LOPEZ  
 LUCAS COUNTY AUDITOR

## What are Property Deeds?

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

Deeds are also categorized based on the type of title warranties provided by the grantor. The general warranty deed, for example, provides the highest level of protection to the buyer. The quitclaim deed, on the other hand, typically provides the least buyer protection.

## Deed Transfers

The Deed may transfer every possible interest, called "fee simple," or it may transfer only limited interests. Examples of limited interests are life estate, remainder, buildings only, easement, right of way, lease over one year, etc...

The Auditor maintains a "transfer card" to record the various transfers of interests. A card is kept for each parcel of real estate. This is required by law.

The basic purpose of the transfer card is to tell us who gets the tax bill. It is also a tool in the valuation and assessment of each parcel, recording description, identification, location, size, classification, etc..., for each parcel.

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

## Conveyance Fees

The Conveyance Fee, also called a transfer tax, is required by law. The minimum is .1% of the price or value paid for the interest being transferred. The law allows each county to charge more; Lucas County is at .4%.

Not every transfer is taxable. The law sets forth

25 exemptions under which no tax is collected. The most common exemptions are transfers due to: death, creation of joint tenancy by current owners, straw man, court order, sale or purchase by a governmental unit.

This conveyance fee is in addition to the \$.50 per parcel charged by the Auditor, and is collected at the time of transfer. There is a separate form for taxable and for exempt transfers, to be collected by the grantee.

## The Transfer Process

Upon bringing a COMPLETED (completely filled out, signed and notarized) document to the Auditor's Office for transfer, the office will update the owner information and tax mailing address on the "transfer card". Then, after any required fees have been paid, the Auditor's Office stamps the deed to verify the transfer. A verified and stamped deed then goes to the Recorder's Office for recording.

## Frequently Asked Questions

*How do I transfer my property?*

*How do I change the name on my property?*

*How do I add someone to my property?*

In order to make any changes to your property, a new deed needs to be drawn up. We recommend that you have an attorney prepare the deed as this is a legal document. Once the document is prepared you will need to bring it to the Auditor's office for transfer.

*Do I need an attorney prepare the deed?*

No, but **because it is a legal document we are unable to assist in preparing the deed.** A blank deed form can be purchased at the Downtown Print Shop or Toledo Legal News, but then you are on your own to prepare the document and have it signed and notarized.

**Downtown Print Shop**  
**500 Madison Ave.**  
**Suite B2**  
**Toledo, OH 43604**  
**419-242-9164**

**Toledo Legal News**  
**247 Gradolph St.**  
**Toledo, OH 43612**  
**419-470-8600**

*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. Ex: A property sells for \$30,000.00, the conveyance fee is \$120.00. Additionally, there is a \$.50 per parcel transfer fee. If no money is exchanged, and the transfer qualifies for an exemption, only the transfer fee applies, \$.50 per parcel.

*I sold this home last year, why am I still receiving the tax bill?*

Most likely, no one ever brought the deed in to be transferred and recorded.

*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. Those will need to be filed with our office and recorded.

If the property is not in survivorship, most likely you will need to get a Certificate of Transfer from the Probate Court. In this instance, you are required to contact an attorney to probate the estate.

