

**GEORGE A. SODDERS  
CLARK COUNTY AUDITOR**

Procedure to Surrender Title of Manufactured Home  
ORC 4503.06(B) & 4505.11(H)

Ohio Law requires that a Manufactured Home that acquired situs in the state or ownership in the home was transferred on or after January 1, 2000 and meets the following three conditions must be taxed on the real property tax list.

1. The home is affixed to a permanent foundation.
2. The home is located on land that is owned by the owner of home.
3. The certificate of title has been inactivated by the Clerk of Courts Office

Once the home meets the first two conditions (and no outstanding lien exists against the home), the owner must surrender the title to the Clark County Clerk of Courts – Title Department within 15 days. If an outstanding lien exist against the home, before the title can be inactivated, the home owner either must pay off the remaining balance or, with the lien holders consent, must execute and deliver to the lien holder a mortgage on the home and land on which the home is located in the amount of the remaining balance.

The applicant must complete Section A of this form. After Section A has been completed and notarized, you will need to get the Clark County Treasurer's signature and your Title stamped. If the home has any Manufactured Home Taxes due, the taxes must be paid before the title can be surrendered. Contact the Treasurer's Office if you are not sure if any taxes are due at 937-521-1832. Once you have the Treasurer's Office signature and stamp you will need to take the application and the title to the Clerk of Courts Title Department (Springfield Office) to surrender the title. The completed application must be returned to the Clark County Auditor's Office to be valid.

Should you have any questions please contact Jill at 937-521-1864 or Nikki at 837-521-1882.

9/09

**31 NORTH LIMESTONE ST, P.O. BOX 1325, SPRINGFIELD, OH 45501**