



# ROGER A. CORLETT, CPA

## Ashtabula County Auditor

25 West Jefferson Street  
Jefferson, Ohio 44047-1092  
Phone: 440-576-1437 ~ Fax: 440-576-3446  
auditor@ashtabulacountyauditor.org

## Effective Immediately

October 15, 2012

Dear Real Estate Professional:

Effective immediately the Ashtabula County Auditor is suspending the "mail-in" of conveyances, surveys, deed descriptions, affidavits, or any other documents requiring the Auditor's endorsement or used in the conveyance of an interest in real property or manufactured home. Further, the Auditor's Office will no longer deliver these documents to other county offices, including the County Recorder. All documents must be submitted to the Auditor's Office in-person.

At the discretion of the Auditor's Office, some documents may need to be left for additional review. In those cases we will provide a receipt to be completed by the person leaving the documents. When picking up the documents, the person doing the pick-up will sign the same receipt and leave it with the Auditor's clerk.

When receiving completed documents, whether after an immediate endorsement or when leaving and later collecting them, it is the responsibility of the person collecting the paperwork to ensure everything is accounted for.

We understand that this is a significant departure from prior practice, so we greatly appreciate your assistance. The integrity of this system is critical, and the care and custody of these documents is our chief concern. Any suggestions or comments are welcome.

Sincerely,

Dennis DeCamillo  
Deputy Auditor/Real Estate Manager