April 6, 2021

Property transfers can be presented in person in our conveyance room during regular business hours Monday through Friday. If you are not familiar with our policies and procedures it is important to review our conveyance standards found in this section under its own tab. The standards identify our requirements for deeds, transfers, conveyance fees, and survey requirements. If after reviewing our standards you still have questions, we invite to call our office where our staff will assist you. Our goal is to help you get it right the first time. The conveyance standards were written as a collaborative effort between the Ashtabula County Auditor and Ashtabula County Engineer.

In addition, we will accept transfers mailed to our office at 25 W. Jefferson Street, Jefferson, OH 44047. Mail ins must include the transfer documents with supporting documents including a legible copy of the previous deed of record. We also require a Self-addressed stamped envelope for returning the documents after transfer or should we not be able to complete the transfer. Please note that we do not transport the documents to the County Recorder, nor will they pick them up. Once returned it will be your responsibility to send them to the Recorders Office. Checks must be made out to the Ashtabula County Auditors Office in the correct amount due. If the amount is incorrect, it will be returned in the envelope you provide. In many cases asking the right questions will avoid unnecessary delays.

If you are conveying a property for less than 60% of the current Auditors market value, we require that a Low Value Transfer Explanation Letter (see tab in this section) must be filled out and signed by the owner of the property being sold. The tab marked Conveyances for less than Appraised Value explains why we do this. For more questions contact us at 440-576-1435.