

Instructions

Affidavit Requesting Removal

From General Tax List Per O.R.C 319.28(B)(1)

1. The Affidavit must be completed in its entirety, signed and notarized. Please do not sign until you are in the presence of the Notary Public. The Auditor's office can provide a notary if needed.
2. If you are mailing the Affidavit into our office for processing, please include if the processed form should be sent back to an address different from the property address.
3. Once our office receives your Affidavit, we will complete the request on your behalf, and then return the original document to you for your record keeping.
4. When you are ready to transfer/sell the property, please present the completed Affidavit to the title agency that is handling the closing on your behalf.
5. The title agency will then create the necessary documents to transfer the property to the new owner(s).
6. The Auditor's office notifies the County Treasurer of any owner name changes, however you will need to contact the County Recorder directly to ensure that their records properly reflect your name.
7. [Applicable to former employees only] The Auditor's office reserves the right to request any additional information or documentation necessary to exercise its discretion to remove the full name of formerly employed affiants under O.R.C. § 319.28(B)(1).