

## **Deeds on Demand Processing**

*(Effective 1/1/2020)*

In accordance with Ohio Revised Code Section 319.20, the county auditor shall transfer property ownership of real estate or mineral rights upon application and presentation of title. The County Auditor's staff does their best to process all documents in an efficient and accurate manner. Deeds are processed in the order in which they are received, unless a deed is brought to the counter and asked for it to be processed while the person waits. This now has become a "Deed on Demand" and is processed immediately. However, some instances of abuse of this service has become apparent and has become a burden to the real estate staff.

### **Purpose of Policy**

This policy is intended to limit the Deed on Demand protocol to be within reasonable guidelines and clearly outlining these outlines to the public.

### **Established Requirements and Deadlines**

In order to be treated as a Deed on Demand and processed immediately while the person delivering the document waits, the item(s) presented must comply with the following items.

- Deed (or document) 'package' must be complete – all required fees included, all required forms and affidavits be completed and submitted, document of transfer must be approved as per Coshocton County's current Conveyance Standards.
- Document of transfer and accompanying documents must be free of errors and require no additional research from the Auditor's Office staff.
- Customer must present no more than five deeds with no more than fifteen parcels in total.
- Deed packages must be presented before 2:45 pm. Multiple deed package submissions must be presented before 2:30 p.m. to comply with the County Recorder's daily cut-off time.
- Complicated transactions such as parcel splits, combines, or multiple splits being combined and subdivision plats are not appropriate for Deed on Demand transfers. The Auditor may transfer these on demand at the request of the customer if the description and/or plat has been presented separately at least five business days prior to the requested transfer date transaction.

Beginning on January 1, 2020, any document not falling within the above requirements and deadlines will exclude it from being done on demand. In addition, all persons presenting Deeds on Demand must realize that there are circumstances that may prevent immediate processing, such as limited staff due to lunch hours, vacation, or illnesses. Also, certain times of year, such as licensing and program application deadlines, or tax bill and Board of Revision season, may affect the time needed to do the transfer. If multiple documents are presented, only one employee will be dedicated to processing, unless others are free and no other customers are awaiting service. Customers should understand that the processing of each deed requires at least fifteen minutes of employee time. Conversations with the deputy processing the deed, or other distractions such as talking on a cell phone at the counter, impatient gestures or noises may slow the processing or increase the possibility of errors. Customers are encouraged to leave the area for a few minutes if they are unable to wait quietly for their submission to be completed. In the alternative, Auditor's staff will transfer deeds left for processing to the Recorder's Office for recording at the request of the customer. These documents can be picked up at the Recorder's Office usually within three business days, or the customer should provide a self-addressed stamped envelope for return of the documents by mail.