**1. How do I transfer the title to a mobile home?**

In order to transfer title, taxes need to be paid in full. Taxes are paid in the Treasurer’s Office. While at the Treasurer’s office the title will receive two stamps which indicate the taxes have been paid in full. The next stop is the Auditor’s office to have the title transferred as indicated by the transfer stamp. Once the title has received both stamps the last stop is the Title Office to have a new title made to complete the ownership transfer.

**2. Are there any forms I need to complete to transfer the title?**

Yes. Depending on the type of transfer, every transfer requires either a [DTE100M (EX)](https://www.lakecountyohio.gov/Portals/1/DTE_100MEX_FI.pdf?ver=2019-06-25-135720-557) or [DTE 100M](https://www.lakecountyohio.gov/Portals/1/DTE_100MEX_FI.pdf?ver=2019-06-25-135720-557). If the property is on homestead or the CAUV program, you will need to have a [DTE 101](https://www.lakecountyohio.gov/Portals/1/forms/HMSD%20CONV-new.pdf?ver=2018-09-27-115601-340) and/or [DTE 102](https://www.lakecountyohio.gov/Portals/1/2020Forms/Dte102%20FILLABLE.PDF?ver=2019-12-30-081728-807) form completed and notarized prior to submitting the transfer.

**3. What is the conveyance fee to transfer a title?**

The fee is $3.50 for every $1,000 of the purchase price of land or value. There is also a $0.50 transfer fee for each mobile home transferred.

**4. Who needs to be there to transfer title?**

The Grantee (buyer) or a legal representative can submit a title for transfer.