

# Terms of Sale

## **NOTICE OF STATEWIDE RECORDING FEE CHANGES DUE TO LEGISLATIVE ACTION**

**Effective October 17, 2019, statewide recording fees for most documents will increase by \$6.00 due to the enactment of HB 166 state budget legislation. The new recording fee for the first two pages will be \$34.00 (previously \$28.00). Each additional page remains the same as current law at \$8.00. Half of all recording fees collected are required to be submitted to the state and credited to the Ohio Housing Trust Fund.**

**A sale will only be changed, cancelled or withdrawn by an Order of the court.**

All residential properties subject to sale due to mortgage foreclosure sold to third parties will have the following down payment requirements:

- If the appraised value of the property is less than or equal to \$10,000 the deposit requirement is \$2,000.
- If the appraised value of the property is greater than \$10,000 but less than or equal to \$200,000 the deposit requirement is \$5,000.
- If the appraised value of the property is greater than \$200,000 the deposit requirement is \$10,000.

Delinquent property taxes sold to third parties require a **10% down payment** at the time of purchase.

For in person tax sales, no bid is valid until the auctioneer has acknowledged and announced the bid. A raised hand without a verbal bid, which is not announced and acknowledged by the auctioneer, does not denote a bid. Bid increments may be raised at the auctioneer's discretion, at any time during the bidding process, to expedite the sale.

All purchasers will be notified via mail for confirmation of sale and final payment due. Payment must be received within 30 days of the date on the letter.

**For all purchases, the final payment must be made with a **certified check, cashier's check or money order**. The Clermont County Sheriff's Office has no ability to accept funds via wire transfer. Make checks payable to The Clermont County Sheriff's Office.**

**Please Note:** It is the responsibility of the prospective purchaser to check into the properties for back taxes, delinquent utility bills, liens, and/or any additional costs. Real estate taxes, which include tax assessments, penalties and interest, may be paid from the proceeds of sale. The County Treasurer shall estimate the apportionment, subject to Ohio Revised Code 323.47.

## **TIMELINE AFTER THE SALE**

The law establishes a timeline for the completion of the sale process. Failure to abide by this timeline could result in the case being returned to the court for further action.

**Confirmation:** Must be filed within 30 calendar days of sale date

**Deed:** Prepared by the Plaintiff's Attorney 7 (calendar) days after date of confirmation. In addition to the payment, The Clermont County Sheriff's office must receive a Conveyance Form and an accepted legal description.

**Payment:** Must be received from purchaser within 30 calendar days after date of confirmation as required by HB 138

**Deed Recorded:** 15 business days after date of payment

**NOTE: THESE GUIDELINES ARE DIRECTORY AND NOT MANDATORY. THE CLERMONT COUNTY SHERIFF'S OFFICE IS NOT RESPONSIBLE FOR THE FAILURE OF ANY PARTY TO MEET THESE GUIDELINES.**

Deeds and court confirmations will generally be delivered to the Sheriff by the Plaintiff's counsel. Deed will be proofed and signed by the Sheriff and purchasers will be notified by mail that the deed has been received and informing the purchaser of any additional funds that are due.

The balance of funds must be paid within thirty calendar days of the payment letter. The final payment must be made with a certified check, cashier's check or money order. The Clermont County Sheriff's Office has no ability to accept funds via wire transfer.

You **must** deliver a self-addressed stamped envelope (with the case number indicated on the lower left hand corner of the envelope) and final payment to the Sheriff's Office at 4470 State Route 222, Batavia, Ohio 45103.

**The Sheriff's Office cannot give legal advice.**