



Auto Title Mobile Home Transfer

Below you will find the step-by-step process necessary to transfer ownership of your mobile home. You will need to visit multiple divisions of the Fiscal Office to acquire all the documentation you need. The various departments are all located in the Cuyahoga County Administration Building.

Cuyahoga County Administration Building
2079 East 9th Street
Cleveland, OH 44115
(Corner of East 9th and Prospect)

Step 1: Cuyahoga County Treasurer tax stamp (small stamp)

- Can be obtained at the **Treasurer** office in room **1-100**
- The tax stamp indicates that all taxes were paid in full or no tax due
- The tax stamp is valid from date of stamp through December 31st

Step 2: Cuyahoga County Auditor Transfer stamp (larger stamp)

- Can be obtained at the **Transfer/Conveyance** office in room **4-100**
- Auditor stamp indicates payment in full of conveyance/transfer fees and that an entry was created for real property taxation purposes
- Auditor stamp is only valid for 30 days from date of stamp
- Forms of payment: cash, check or money order

Step 3: Apply for new Certificate of Title

- Can be obtained at the **Auto Title** office in room **3-200**
- Can only be obtained once steps 1 thru 3 are completed
- Forms of payment: cash, check, money order or credit card
 - o Checks can be made payable to Cuyahoga County Fiscal Officer

It is required that all new titles be registered within 30 days after ownership transfers or when the mobile home first acquires Situs (new install) in the county. Failure to comply will result in a \$100.00 penalty assessed on the property tax bill. To register all "new" certificate of titles please contact the Cuyahoga County Manufactured Home Tax division at 216-443-7050 for additional information.

**If you have questions or need assistance with filling out the back of your title please feel free to contact the Auto Title Division at (216) 443-8900 or visit any of the branch offices. **