

ALLEN COUNTY CLERK OF COURTS AUTO TITLE DIVISION

When Buying A Motor Vehicle:

- No alterations should be made on a Certificate of Title. If this is done, the title becomes null and void and a replacement title will have to be obtained.
- Do not fill in any part of the Assignment or Application (on the reverse side of the title) unless it is done in the presence of a notary public or another duly authorized officer with power to administer oaths. All signatures must be notarized.
- Your Certificate of Title must be procured within 30 days after delivery of the motor vehicle or a \$5.00 penalty will be assessed.
- Always make a physical inspection of any motor vehicle you buy, checking the serial number to see that it corresponds with the serial number on the Certificate of Title.
- Your title can be issued in any County in the State of Ohio.

When Selling A Motor Vehicle:

- Do not complete the assignment on the reverse side of the Certificate of Title until a bona fide sale has been made. The buyer's full name, address and purchase price must be inserted before you sign the assignment.
- Ohio law requires the seller or transferor of a vehicle to execute an Odometer Statement. (We have that form on our website!)
- Do not leave your license plate on the vehicle when the buyer accepts the title and vehicle. A temporary tag can be purchased on the assigned title.

Duplicate Titles:

- If the original Ohio title is lost, stolen or destroyed, you may obtain a Duplicate Title. If the original is recovered after issuance of the duplicate, it must be returned to the Auto Title office for cancellation.

Memorandum Certificate:

- You can not transfer ownership of a motor vehicle with a Memorandum Certificate of Title. It is issued only for the purpose of obtaining license plates when the original title is held by the lienholder.

Salvaged And Modified Vehicles:

- When you dismantle, destroy or change a motor vehicle in such a manner that is no longer the motor vehicle described on the Certificate of Title, you must surrender the Certificate of Title to the Clerk of Courts for cancellation.
- When you sell a motor vehicle to a Salvage Dealer, you must surrender the Certificate of Title to that dealer with the Assignment (on the back of the title) completely executed.

Trailers:

- A Certificate of Title is not required on any Utility Trailer weighing less than 4,000 pounds or a boat trailer. To obtain license plates you must get a weight card from a license bureau and have the trailer weighed.
- Utility Trailers and Commercial Trailers or Semi-Trailers weighing in excess of 4,000 pounds must have a Certificate of Title.

To sell, transfer or mortgage such trailers the Certificate of Title must be presented.

Manufactured Homes:

- The owner of a manufactured home is required to obtain a Certificate of Title. All Manufactured Home Titles must have a Tax Approval Stamp from the County Treasurer's Office and a conveyance stamp from the Auditor's Office where the Manufactured Home is located at the time of purchase.

Recreational Vehicles? - Recreational vehicles are defined by law as vehicular portable structures designed and constructed to be used as temporary dwellings for travel, recreational and vacation use.

Recreational vehicles are titled as travel trailers, motor homes, or truck campers, depending upon whether they are self-propelled, not self-propelled, or designed to be attached to a motor vehicle.

Mortgages on a Motor Vehicle:

- If you use your motor vehicle as collateral for a loan, always insist upon getting a memorandum Certificate of Title with which you can obtain license plates.

- Upon satisfaction of the mortgage, you will receive the original Certificate of Title from the lending institution properly discharged with the lien canceled by the Clerk of Courts.

- There are circumstances where your lending institution may be electronic, in which case you will need to come to the Title Department to obtain a printed title. The fee for this is \$16.00, including a notary fee for the application required.

Power of Attorney:

- No Person can sign for you without a notarized Power of Attorney. This form is available at all Auto Title offices.

Titling Boats and Outboard Motors?

- A Certificate of Title is required on all boats 14 feet long or greater and all outboard motors 10 H.P. or greater. Canoes and kayaks are not titled.

- Watercraft titles will be issued by the Clerk of Courts in any County, regardless of the location of the boat or residence.

When Buying a Motor Vehicle in Ohio that Carries an Out-of-State Registration:

- If a car is purchased in Ohio that carries an out-of-state registration, it is not necessary for the seller to obtain an Ohio Certificate of Title prior to transfer. Notarization may be made by an Ohio Notary Public in good standing on the Certificate of Title from another state, provided the seller has a valid Certificate of Title and makes the proper assignment to you. This transaction can also be handled at the Clerk of Courts Auto Title office.

When I Buy a Motor Vehicle Out-of-State that Carries on Out-Of-State Registration?

- If a motor vehicle is purchased in another state from a private party, it is necessary that the seller assign the title to you and have it notarized (only if notarization is required in your State). The notarization may be made by a Notary Public of that state or by an Ohio Notary Public. Be sure the Notary Public's Seal is affixed. If the car is registered in a non-title state, the seller's Certificate of Registration with a notarized Bill of Sale is required.

Out-of-State Vehicle Inspection:

- Any vehicle transferred with an out-of-state title to an Ohio Title must be physically inspected. The inspection fee is \$5.00 (\$3.50 to the inspection station and \$1.50 to the Clerk of Courts).

- Locations of inspection stations in Allen County may be obtained by calling the Clerk of Courts Auto Title Department at 419-223-8529.

Sales and Use Tax:

- According to the Ohio Sales Tax Law you must state the purchase price of the vehicle. The Clerk of Courts is required to collect tax for the State of Ohio based on this price and the purchaser's county of residence.

- A 6.5% tax must be paid by a resident of Ohio when purchasing a motor vehicle outside the State of Ohio. This applies to the purchase of a car for use or storage in Ohio.

Payment of Ohio Sales and Use Tax:

- Section 4505.06 of the Ohio Revised Code requires Ohio Sales Tax Use Tax and Title Fees must be paid (in cash or check) to the Clerk of Courts before an application for an automobile title can be accepted.