

AUTOMOBILE TITLE INFORMATION

WHEN YOU BUY A CAR

Never make any alterations or erasures on a Certificate of Title; if this is done, the title becomes null and void and a replacement title will have to be applied for.

ASSIGNMENT AND APPLICATION FOR CERTIFICATE OF TITLE

You are required by state law to state the true selling price of a vehicle. State the odometer reading shown on the vehicle, and check the appropriate boxes pertaining thereto. The assignment, or application must be signed in the presence of a notary public, or other duly authorized office with power to administer oaths.

If your title was issued before Dec. 10, 1977, a seller's odometer affidavit must be executed by the seller. This affidavit must be notarized. These forms are also available at most banks.

NOTARY PUBLIC REQUIREMENTS

When a notary public affixes his/her signature to a title or papers pertaining to same. The notary public must show expiration date of commission, print his/her name above or below the signature, and the appropriate seal is used. A notary public may use a stamp, showing his/her printed name, and expiration date of commission, rather than print such as stated above.

MEMORANDUM CERTIFICATE

You cannot transfer ownership of an automobile with a Memorandum Certificate of Title (White Copy). It is issued only for the purpose of obtaining license plates.

WHEN YOU HAVE A LOAN ON YOUR AUTOMOBILE

If you apply for a loan, using your car as collateral, always insist upon getting a Memorandum Certificate of Title with which you can obtain license plates.

When you have paid off your loan the Bank of Finance Co. will discharge the lien on your Certificate of Title and forward it to you. Make sure that you receive it and that the lien has been cancelled by the Clerk of Courts.

TAX

The **CLERK OF COURTS** is required to collect sales and use tax for the State of Ohio at the rate of 6% of the purchase price of the vehicle at the time of Title issuance and permissive sales tax when applicable.

The same tax rate applies on vehicles purchased outside of Ohio. However, taxes paid in another State may be deducted from taxes due in Ohio.

Proof of sales tax paid must be indicated on notarized bill of sale, or official tax receipt from that state.

OUT OF STATE INSPECTION OF VEHICLE

Always make a physical inspection of any automobile you buy. Check identifying numbers on the car and title. This service can be done at a car dealership or License Bureau.

WHEN YOU SELL A CAR

Do not execute the assignment on the reverse side of the Certificate of Title until a bonafide sale has been made. Make certain that the buyer's name and address is inserted before you sign the assignment. Be sure your signature is notarized.

If the title was issued before Dec. 10, 1977, a seller's odometer affidavit must be executed by the seller. This affidavit must be notarized. These forms are also available at most banks.

DUPLICATE TITLES

If the original title is lost, stolen or destroyed, you may obtain a duplicate. If a lien appears on our records when the duplicate title is applied for, the lien holder must make the application for duplicate title. If there is no lien, the owner may apply. If after issuance of the duplicate, the original is discovered, it must be returned to this office for cancellation.

LATE FILING FEE

Title must be issued in your name within 30 days of the date assigned to you to avoid an additional \$ 5.00 fee.

CHANGE OF NAME

If your name is changed through marriage, the name on your Certificate of Title cannot be changed. There is no authority in the law to issue a new title in your name, for the same vehicle.

WHEN YOU BUY A CAR THAT CARRIES AN OUT OF STATE TITLE

A physical inspection is required by an official State Inspection Station, such as a car dealership or license bureau before title can be issued on the out of state vehicle. Contact the Title Department for a location of the Inspection Station closest to you. An applicant's odometer affidavit is also required.

UTILITY TRAILERS

A certificate of Title is not required on any Utility-Commercial trailer weighing less than 4,000 pounds.

Commercial trailers or semi-trailers weighing 4,000 pounds or over must have a Certificate of Title. To sell, transfer or mortgage such trailers the Certificate of Title must be presented.

TRAVEL TRAILERS / TRUCK CAMPERS

All House or Travel Trailers, including Tent, fold down Campers and Truck Campers must have a Certificate of Title. Do not purchase a vehicle of this type unless the seller assigned to you the proper title.

MANUFACTURED HOMES

Effective January 1, 2000, in order to transfer title to a manufactured home it is mandatory that the Treasurer in the County where the trailer was sited verify that all taxes have been paid. If so, he/she will stamp the title "**MANUFACTURED HOME TRANSFER APPROVED**". If this stamp does not appear on the title, have the seller contact the Treasurer of the appropriate County.

Also a conveyance form must be presented from the Auditor's Office or stamped on the face of the Certificate of Title.

MOTOR HOME

To convert a van to a motor home or after installation of a camping unit on your pickup truck, you must record this "Body Change" with your Clerk of Courts. Both original titles for the Truck Camper and Pickup truck must be presented for this change.

SALVAGE TITLE

To convert a Salvage Title to an Original Title, an inspection must be made by the Ohio State Highway Patrol. A fee of \$ 50.00 is charged. An application for the inspection can be obtained from the Ohio State Highway Patrol, 330-637-6374, and sent to the Bureau of Motor Vehicles along with the fee of \$ 50.00.

SELF-ASSEMBLED VEHICLE

If you build a Motor Vehicle you must execute an affidavit of facts to present to the Title Dept. along with the bills of sale for purchased parts and Certificate of Title for any motor vehicle used in the construction. Self-assembled vehicles must be inspected by the highway Patrol. Application can be obtained at the Ohio State Highway Patrol, 330-637-6374, and sent to the Bureau of Motor Vehicles along with a fee of \$ 50.00.

UPON THE DEATH OF THE OWNER OF AN AUTOMOBILE

When an estate is probated, the issuance of the Certificate of Title is governed by the following:

1. If the assets of the estate are less than \$ 15,000 and there is no surviving spouse, an order relieving the estate from administration must applied for through the Probate Court
2. The surviving spouse can take title to any two motor vehicles if not disposed of by a Will. We will also need a copy of the Death Certificate. This will be done by an affidavit and an application for title executed (reverse side of title). (Affidavit forms are available at the title department).
3. Estates larger than \$ 15,000 require the appointment of an Executor or Administrator by Probate Court. We will also need a copy of the Death Certificate. This appointment must be presented to the Clerk of Courts upon application for title.

Effective August 1, 2002, you may designate one or more beneficiaries to a titled vehicle, watercraft, outboard motor, or manufactured home.

WATERCRAFT TITLE INFORMATION

BUYING A BOAT OR MOTOR

A Certificate of Title is required on all boats 14 feet or greater and all outboard motors 10 H.P. or greater. A Canoe or Kayak is exempted.

Before purchasing a boat or motor be sure the seller has the Certificate of Title.

The seller is also required to assign the Ohio Watercraft Registration Card to you. No registration is required for outboard motors.

TRANSFER OF TITLE

The Clerk of Courts will issue your titles to you. Do not accept the title from the seller until he has his signature notarized and your name is shown as buyer.

DOCUMENTATION

Documented vessels are not titled in Ohio, but are registered by the U.S. Customs Department.

SELLING A BOAT OR MOTOR

Do not execute the assignment on the reverse side of the Certificate of Title until a bonafide sale has been made. Make certain that the buyer's full name and address is inserted before you sign the assignment. Initials are not acceptable.

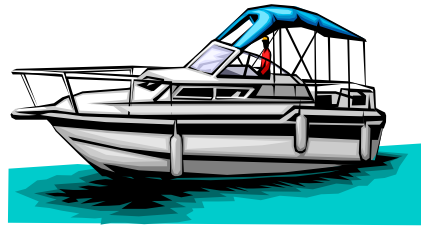
You must have your signature notarized.

If you do not have a Title for your boat or motor and have owned the boat or motor prior to October 10, 1963, your Clerk of Courts may issue a Title to you based on your registration or sworn statement.

SERIAL NUMBERS

If there is no manufacturer's serial number, or if the manufacturer's serial number has been removed, a serial number must be affixed to the boat or motor before a Certificate of Title can be issued.

Application for a serial number is made to the Division of Watercraft. Forms may be obtained at your County Clerk's office.



LATE FILING FEE

Title must be issued in your name within 30 days of the date assigned to you to avoid an additional \$ 5.00 fee.

HULL IDENTIFICATION NUMBER

Federal Boating Acts require all boats manufactured after November 1972 to show Hull Identification Number of not less than 12 characters.

If you have a 1973 or newer model boat, compare the H.I.N. with the number on your title. If they differ, make a pencil tracing of number and present tracing and Title to your Clerk of Courts for title correction.

TAX

A Casual Tax law on watercraft became effective August 1, 1981. For information see "tax" under Auto Title information.

DUPLICATE TITLES

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



TITLE FEES

MOTOR VEICHLE

Section 4505.09 Ohio Revised Code

Certificate of Title	\$5.00
Duplicate Certificate of Title	5.00
Memorandum Certificate of Title	5.00
Duplicate Memorandum Certificate of Title	5.00
Notation of Lien	5.00
Out of State Physical Inspection Fee	1.50
Salvage Title	4.00
Thirty (30) Day Late Filing Fee	5.00

WATERCRAFT

Section 1548.10 Ohio Revised Code

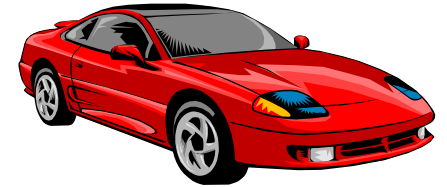
Certificate of Title	\$5.00
Duplicate Certificate of Title	5.00
Memorandum Certificate of Title	5.00
Notation of Lien	5.00
Thirty (30) Day Late Filing Fee	5.00
Affidavit of Notary	1.00

SUGGESTIONS

If you are in doubt concerning the transferring buying, or selling or mortgaging of a motor vehicle, boat or motor, always call your Clerk of Courts, Auto title Department.

IMPORTANT INFORMATION

REGARDING YOUR AUTOMOBILE & WATERCRAFT CERTIFICATES OF TITLE



ANTHONY J. DATTILIO CLERK OF COURTS COLUMBIANA COUNTY



TITLE DEPARTMENT LOCATION

ANTHONY J. DATTILIO
Clerk of Courts

Columbiana County Title Department
130 South Market Street
P.O. Box 349
Lisbon, Ohio 44432

Office Hours – Monday thru Friday
8:00 a.m. to 4:00 p.m.

Phone: 330-424-6665