



# SHEILA M. BEVINGTON

## Geauga County Clerk of Courts

*Legal Office*  
100 Short Court Ste. 300  
Chardon, Ohio 44024

*Title Office*  
470 Center St. Bldg. 8  
Chardon, Ohio 44024

Mail directly to the address below: *(Certified Mail Suggested)*

Auto Title Office  
470 Center Street  
Building 8 B  
Chardon, OH 44024

Out-of-State Lienholder:

Your mortgagor (whose signature and present address appears below) wishes to procure an Ohio Certificate of Title and license plates. In conformity with Ohio laws, the following applicable paper(s) are necessary:

### **ORIGINAL** Certificate of Title

**NOTE: IF THIS IS A LEASED VEHICLE PLEASE ENCLOSE YOUR OHIO LEASING DEALER NUMBER AND A NOTARIZED POWER OF ATTORNEY.**

The original Ohio Certificate of Title with your lien noted thereon will be returned to you. A Memorandum Certificate of Title which may be used only to procure Ohio license plates will be issued to your mortgagor.

**PLEASE NOTIFY THE MORTGAGOR AS SOON AS THE NECESSARY PAPERS ARE SENT.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Account Number