

Use Tax

Sales Tax must be paid by a resident of Ohio when purchasing a motor vehicle outside of the State of Ohio. This applies to the purchase of any motor vehicle either for use or storage in Ohio. If the tax has been paid Out of State at the time of purchase, then the customer must furnish the Title Office with proof that the tax has been paid, and we would only collect the difference in the tax if any is due.

Sales Tax

The Ohio State Legislature enacted a Sales Tax Law (effective May 21, 1951) on a casual sale of any motor vehicle. Any person purchasing a motor vehicle from another person must state the purchase price upon which a 6.75 % sales tax is levied on Geauga County residents. Percentage of Sales Tax will depend upon residency of purchaser. Effective August 1, 1981, all boats and motors become taxable the same as motor vehicles. Any person purchasing a boat or motor from another person must state the purchase price upon which a 6.75% sales tax is levied.

Sales tax subject to change.

How to Pay for Title Fees and Taxes

Section 4505.06 O. R. C. requires that the Ohio Sales Tax or Use Tax must be paid in cash, personal checks under \$2500, cashiers check, money order, Discover, MasterCard or Visa, to the Clerk of Courts before an application for a Title can be accepted. The Clerk of Courts is required to administer the law and collect this tax for the State of Ohio. Discover, MasterCard and Visa Cardholders must be present and must sign in person with some form of I.D. Credit cards will not be accepted over the phone, and another person's credit card will not be accepted. A \$2 or 3% fee is assessed for credit or debit card use.

License Plates

License plates, temporary tags and registrations are obtained from the State of Ohio Bureau of Motor Vehicles License Bureau. They are not obtained from the Clerk of Courts Auto Title Office. The Title Office is not the authority on licensing laws. Please contact your local License Bureau with questions pertaining to licensing.

Suggestions

- Remember: The Certificate of Title to your automobile is similar to the deed of your real estate property - take good care of it.
- Do not carry your Certificate of Title on your person or in your car - keep it in a safe place. It is your only proof of ownership. It is suggested that on the first of each year you check for your Title or Memorandum Certificate and, if it cannot be located, apply for a Duplicate immediately. Avoid the rush - do not wait until your license plates are due to expire.
- If you are in doubt concerning the transferring, buying, selling or mortgaging of a motor vehicle, always call your Clerk of Courts for complete information.

Issuance of Automobile & Watercraft Certificate of Title

SHEILA BEVINGTON

Clerk of Common Pleas Courts
Geauga County



AUTO TITLE OFFICE
470 Center St. Bldg. #8
Chardon, OH 44024

440-279-1750

Office Hours:

Monday through Friday
8:00 AM to 4:30 PM

Automobile Title Information

County of Residence

You may apply for a Certificate of Title in any of Ohio's 88 counties. State I.D. or Ohio Drivers License required showing Ohio residency. Taxes are calculated by and paid to buyer's county of residence.

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 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 other duly authorized officer with power to administer oaths. All signatures must be Notarized. If two names are to appear on the Title, both signatures and social security numbers are required for all transactions in the State of Ohio. It is required that a State I.D. or Ohio Driver's License, showing county of residency, be presented to the Title Office at time of transfer. Your Certificate of Title must be processed within 30 days after the assignment or you will be subject to the late fee of \$5.00, which must be paid at the time the Title is issued. Always make a physical inspection of any automobile you buy, checking the Serial Number to see if it corresponds with the Serial Number on your Certificate of Title. A Federal Odometer Statement is required for vehicles less than 10 years old.

When You Sell Your Car

Do not execute the assignment on the reverse side of the Certificate of Title until bona fide 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. Use full legal name, no "nicknames." The seller must provide a Federal Odometer Statement.

Memorandum Certificate

You cannot transfer ownership of an automobile with the Memorandum Certificate of Title (white copy). It is issued only for the purpose of obtaining License Plates when the Original Title is held by the lien holder.

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, the Original must be returned to The Title Office for cancellation. You may apply for the duplicate title in any of Ohio's 88 counties.

When You Have a Mortgage on Your Car

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. Upon satisfaction of your mortgage, you should receive the original certificate of title from the bank or finance company, unless the bank is an electronic lienholder. Then you may apply and pay for an original title after the lien is properly discharged and lien is cancelled by the Clerk of Courts.

Loan Paper/Security Agreement

A Loan Paper/Security Agreement is required on all Titles that have a lien noted on them.

Self --assembled Vehicle

Self assembled vehicles must be inspected by the Highway Patrol prior to Tinting. If you build a Motor Vehicle, you must execute an affidavit of fact to present to the Title Office along with the Bill of Sale for purchased parts and Certificate of Title for any motor vehicle used in the construction.

Salvage Vehicle

Damaged and wrecked vehicles may require a salvage title. In order to process, the owner must present a valid Ohio title, identification and \$5.00. Salvaged Autos are not operable on the highway until they are rebuilt and inspected by the State Highway Patrol- a process that is handled by the BMV. When you sell your car to a Salvage Dealer, you must surrender your Certificate of Title to the dealer with the assignment completed, signed and notarized. To convert a Salvage Title to a Regular Title, an inspection must be made by the State Highway Patrol. A fee of \$53.50 is charged. The application for the inspection may be obtained at an Ohio License Bureau or the Ohio Bureau of Motor Vehicles in Columbus.

Trailers

(TRUCK CAMPERS) Effective August 27, 1976, the Certificate of Title law was amended for the issuance of Titles for all Truck Campers. These must be Titled in the State of Ohio and are transferred in the same manner as motor vehicles.

(TRAVEL TRAILERS) Effective September 16, 1963, the Certificate of Title was amended for the issuance of Titles for all travel trailers not exceeding a gross weight of 4,500 pounds or an overall length of thirty feet, designed and equipped as a temporary dwelling for travel, recreational and vacation uses.

(COMMERCIAL TRAILERS) A Certificate of Title is not required on any Utility-Commercial Trailer weighing less than 4,000 pounds. To obtain license plates, you must procure a weight card from a weigh station and have the trailer weighed. 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.

Motor Home

A Certificate of Title is required for a Motor Home. To convert a Van to a Motor Home or after permanent attachment of a camping unit to your pick-up truck, you must record this "Body Change" with your Clerk of Courts. Both original titles for the Truck Camper and Pick-up Truck must be presented for this change.

Body Change

Whenever a vehicle has been changed from one type of vehicle to another this must be recorded with your Clerk of Courts.

ATVs/Off-Road M/C

All ATVs/off-road motorcycles require titles.

Mfg. - Mobile Home

The owner of a Mfg. Home is required to obtain a Certificate of Title. All Mfg. Home Titles must have a Tax Approval Stamp from the County Treasurer's Office and Conveyance Fee Stamp from the County Auditor's Office where the Mfg. Home is located before transfer and then is transferred in the same manner as Motor Vehicles. The title then may be issued in any of Ohio's 88 Counties.

Minor Consent

Any person under the age of 18 years must bring the custodial parent, guardian or other person having custody, with them to the Title Office. A Minor Consent form must be completed before a Title can be issued to the Minor. Proper I.D. is required.

Out-of-State Vehicle Inspection

Any vehicle transferred from Out-of-State to an Ohio Title must be physically inspected by an authorized new or used car dealer or any Deputy Registrar. The customer pays the \$3.50 inspection fee to the Inspector and \$1.50 to the Title Office when the Ohio Title is issued.

Power of Attorney

No person can sign for you without a Notarized Power of Attorney Form. The forms are available at the Title Office or on the Internet.

Change of Name

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

Surviving Spouse

A surviving spouse may take title to an unlimited number of automobiles (one may include a motorcycle), one boat and a motor, if not disposed of by will (Total value may not exceed \$65,000). For other vehicle transfers, proper probate authority is required.

Frequently Asked Questions –

You have moved to Ohio from Out of State. You own the vehicle free and clear of any liens and it is Titled in your name only. You will need the following:

- Original Out of State Title.
- State I.D. or Ohio driver's license.
- Out of State Vehicle Inspection.
- Cash, personal checks under \$2500, cashiers check, money order, Discover, MasterCard or Visa for the Title Fees.

You have moved from Out of State. The Title is in more than one name and you are making payments to a lender. You will need the following:

- Original Out of State Title.
- A certified copy of your Loan Papers.
- Anyone whose name is on the title will need to be present. If everyone is not available, notarized Power of Attorney can be used.
- State I.D. or Ohio driver's license.
- Out of State Vehicle Inspection.
- Cash, personal check, cashiers check, money order, Discover, MasterCard or Visa for Title Fees.

You have moved here from Out of State. You have a leased vehicle. You will need the following:

- Original Out of State Title in the Lease Company's name.
- Certified Copy of Loan Papers, if applicable.
- Notarized Power of Attorney from Lease Company allowing you to sign for them.
- Out of State Vehicle Inspection.
- State I.D. or Ohio driver's license.
- Cash, personal check, cashiers check, money order, Discover, MasterCard or Visa for the Title Fees.

You have purchased a vehicle from an individual who lives in Ohio. You will need the following:

- The Original Ohio Title with the top half of the back filled out by the seller and notarized. If the Title is a Gold Title and the vehicle is less than ten years old, you will need a Federal Odometer Statement with the seller's portion completed.
- State I.D. or Ohio driver's license.
- Cash, personal check, cashiers check, money order, Discover, MasterCard or Visa for the sales tax and Title Fees.
- If you borrowed money to purchase the vehicle, you will need the Original or Certified copy of the loan papers.

You have purchased a used vehicle from an individual in another state. You will need the following:

- The Original Title from the state the seller lives in. The assignment must be complete and if the Title document has a space for a Notary Public, it must be notarized.
- Out of State Vehicle Inspection.
- Appropriate mileage affidavit.
- Bill of Sale if the Title does not have a space for the price.
- State I.D. or Ohio driver's license.
- Loan papers if applicable.
- Cash, personal check, cashiers check, money order, Discover, MasterCard or Visa for taxes and Title Fees.

You have purchased a new vehicle from an out of state dealer. You will need the following:

- Manufacturer's Certificate of Origin (MCO) from the Dealer.
- An original or certified copy of Bill of Sale.
- Federal Odometer Statement.
- Loan Papers if applicable.
- State I.D. or Ohio driver's license.
- Cash, personal check, cashiers check, money order, Discover, MasterCard or Visa for taxes and Title Fees.

You have purchased a used vehicle from a dealer in another state. You will need the following:

- The Out of State Title signed over to you from the Dealer where you purchased the vehicle.
- An original or certified copy of Bill of Sale.
- Federal Odometer Statement.
- Loan Papers if applicable.
- Out of State Vehicle Inspection.
- State I.D. or Ohio driver's license.
- Cash, personal check, cashiers check, money order, Discover, MasterCard or Visa for taxes and Title Fees.

Watercraft Title Information

Buying a Boat or Motor

A Certificate of Title is required on all boats 14 feet or longer and all outboard motors 10 H. P. or greater. A Canoe or Kayak is exempt. Boats, including jet skis, 14' or less with an inboard motor, 10 H.P. or greater are titled. 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

Your Title will be issued to you by the Clerk of Courts to the county of your residence regardless of the location of the boat. Do not accept the Title from the seller until they have their signature notarized and your name is shown as the buyer.

Selling a Boat or Motor

Do not execute the assignment on the reverse side of the Certificate of Title until a bona fide 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.

Hull Identification Number

Federal Boating Acts require all boats manufactured after November, 1972 to show a Hull Identification Number (Serial 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, contact the Ohio Division of Watercraft.

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 by contacting Watercraft: 614-265-6490.

Registration

To renew or to apply for a new Watercraft Registration, you must present your Certificate of Title to the Boat Registrar.

Documentation

Documented vessels are not Titled in Ohio, but are registered by the U. S. Coast Guard.

Surviving Spouse

The surviving spouse can take Title to one boat and one motor if not disposed of by Will. For other boat or motor transfers, proper Probate authority is required.

Fees for Title Service

Motor Vehicle	
Sec. 4505.09 Ohio Revised Code	
Certificate of Title	\$15.00
Duplicate Certificate of Title	\$15.00
Memorandum Certificate of Title	\$5.00
Notation of Lien	\$15.00
Out of State Physical Inspection Fee	\$1.50
Salvage Title	\$4.00
Thirty (30) Day Late Filing Fee	\$5.00
Notary Fee	\$1.00
A \$2 fee or 3% fee is assessed for credit card or debit card use.	

Watercraft	
Sec. 1548.10 Ohio Revised Code	
Certificate of Title	\$15.00
Duplicate Certificate of Title	\$15.00
Memorandum Certificate of Title	\$5.00
Notation of Lien	\$15.00
Thirty (30) Day Late Filing Fee	\$5.00

Fees subject to change.