

# Mahoning County Auditor's Office

Effective Monday, April 6<sup>th</sup>

## REAL ESTATE PROCEDURES

**Please Read Carefully.**

Deeds will only be transferred on Mondays, Wednesdays and Fridays.

All deeds that are dropped off must include checks and completed forms.

Always include a contact name and phone number.

Deeds will be transferred the same day by the Auditor's Office if the deed is dropped off by 1:00 p.m.

Any deed dropped off after 1:00 p.m. can be picked up the next Monday, Wednesday or Friday.

All Tax Map drop offs must have a Tax Map Form filled out and attached.

For questions, please contact Cheri Donofrio (330)740-2010 ext. 7569. If Cheri does not answer, please leave a message and she will return your call as soon as possible.

If forms are not completed and payment is not included, the deed(s) will not be processed.

This schedule is subject to change.

Any changes will be posted immediately.

Thank you.