



*County of Miami*

**MATTHEW W. GEARHARDT  
AUDITOR**

# NOTICE

## **DUE TO A PROCEDURAL CHANGE DIRECTED BY THE STATE OF OHIO, DEPARTMENT OF TAXATION:**

Effective immediately, the Miami County Auditor will require that the DTE100 Real Property Conveyance form is conforming with the following Department of Taxation requirements:

- **Paper Size:** Must be printed on 8.5" x 11" paper. Please do not use legal-size paper.
- **Form Alignment:** Ensure that the alignment of your printing is accurate and matches the fields on the DTE 100 form.
- **ALL Questions MUST be answered.** As for the Conditions of Sale (line 6 on DTE 100), arms length/fee simple transactions can be marked as 'other' with a note indicating such.

This process change is in effort to avoid any delay in processing and/or rejections. We thank you for your cooperation and understanding.

Please call with any additional questions.

**Miami County Auditor's Office - 937-440-5925**