



**SANDUSKY COUNTY AUDITOR**  
**100 N Park Avenue Suite 108**  
**Fremont, OH 43420**

**PUBLIC NOTICE**

As Sandusky County Auditor, I am firmly committed to ensuring the safe continuation of our services without putting the health and well-being of the public or staff at risk. Therefore, effective March 23, 2020 and until further notice, the Auditor's office will allow property transfers to be submitted by using the Auditor's drop box located in the foyer of the main entrance to the County Court House.

All transfers must be in a sealed envelope and include the following when applicable:

- Separate checks for payment to the Sandusky County Auditor for (conveyance/transfer fees) and for the Sandusky County Recorder (filing fees, etc.)
- Self-addressed stamped envelope for returning documents.
- All necessary forms completed in their entirety.
- Contact information (name, phone and email) for the person responsible for the transfer.

We reserve the right to reject any transfers based on the same criteria already in place used for transferring property. You will be contacted by telephone or email in these instances.

We will be checking the Auditor's drop box daily at 2:30 pm. Any documents submitted after that time will be considered a transfer for the following day.

We will continue to watch carefully for new developments as the situation unfolds and adapt our procedures accordingly. However, if you have any immediate questions or require any further information, please direct to: [auditor.info@co.sandusky.oh.us](mailto:auditor.info@co.sandusky.oh.us) or call (419) 334-6125.

Jerri A. Miller  
Sandusky County Auditor