



**Nancy G. Milliken**  
**Columbiana County Auditor**

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**Effective Immediately**

May 1, 2017

Dear Real Estate Professional:

Effective immediately the Columbiana County Auditor is suspending the "mail-in" of conveyances, surveys, deed descriptions, affidavits, and any other documents requiring the Auditor's endorsement or used in the conveyance of an interest in real property or manufactured home. Further, the Auditor's Office will no longer deliver these documents to other county offices, including the County Recorder. All documents must be submitted to the Auditor's Office in person.

At the discretion of the Auditor's Office, some documents may need to be left for additional review by a staff member and/or a member of the Prosecutor's Office. Questions regarding the paperwork shall be addressed to the individual presenting the document(s). All documents will require a "sign-in" by the individual leaving the document(s) along with the date and permanent parcel number (PPN).

When receiving the completed documents, whether after an immediate endorsement or when leaving and after collecting them, it is the responsibility of the person collecting the paperwork to ensure everything is accounted for.

We understand that this is a significant departure from prior practice, so we greatly appreciate your assistance. The integrity and liability of the system is critical, and the care and custody of these documents is our chief concern.

Sincerely,

Nancy Milliken, Auditor

*File: mail-in conveyance*