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Fee Breakdown for the Confirmation of Sale

Fees Payable to the Crawford County Clerk of Courts & Crawford County Treasurer's Office for taxes should be obtained from the Crawford County Clerk of Courts & Crawford County Treasurer's Office.

Fees Payable to the Crawford County Recorder's Office for recording the deed and release of mortgages should be figured as follows:

A. Deed

- Two Page Deed = \$28.00
- Three Page Deed = \$36.00
- Four Page Deed = \$44.00
- Five Page Deed = \$52.00
- A two page deed will always be \$28.00. \$8.00 fee for each additional page after the first two.
- NOTE: A legal description attached to a Deed is considered a page for the purposes of figuring Deed fees.

B. Mortgage Releases

- Two Page Mortgage Release = \$32.00
- Three Page Mortgage Release = \$40.00
- Four Page Mortgage Release = \$48.00, etc.
- Will always be at least \$32.00 for the 1st two pages (\$28.00 for pages + \$4.00 for 1st notation of book and page numbers)
- OPTIONAL: If there are multiple book/page notations and you want them removed there is a \$4.00 fee for each notation of book/page number after the 1st one that you want removed.
- There is an \$8.00 fee for each page after the 1st two pages of a Mortgage Release.
- NOTE: A legal description MUST be attached to the Mortgage Release. Typically a Mortgage Release consists of one page. A one page legal description attached to a one page Mortgage Release would be considered the second page and the fee would be \$32.00. If the legal description attached to a one page Mortgage Release is two pages then you would have a three page Mortgage Release and the Recorder's fee would be \$40.00.

Fees Payable to the Crawford County Auditor for Conveyance and Transfer should be figured as follows:

- Take the sale price rounded up to the nearest 100. Multiply that number by .004. Add .50 to that figure for each parcel number listed for that sale.
- Example: Sale price was \$34,650.00 and there were three parcel numbers listed in the sale.
 - Round the sale price up to the nearest 100 = \$34,700.00.
 - $\$34,700.00 \times .004 = \138.80
 - $3 \text{ parcel numbers} \times .50 = \1.50
 - $\$138.80 + \$1.50 = \$140.30$ owed to Auditor for Conveyance/Transfer fee

Fees Payable to the Crawford County Sheriff should be figured as follows:

A. Deed Fee

- There will ALWAYS be a \$50.00 Deed fee payable to the Sheriff whether the property was bought back by the Plaintiff or an Outside/3rd Party Buyer.

B. Poundage

- If Property was bought back by the Plaintiff there will ALWAYS be poundage payable to the Sheriff
 - Total amount of fees paid out (not including any proceeds paid to the Plaintiff) multiplied by 1.5% or .015
 - Example: Total amount of fees paid out = \$2,745.54
 - $\$2,745.54 \times .015 = 41.1831$
 - Poundage payable to the Sheriff = \$41.18
 - NOTE: If the figure above was 41.186 then round up to the nearest cent and poundage owed would be \$41.19
- If the Property was bought by an Outside/3rd Party Buyer there is no poundage payable to the Sheriff as the poundage is figured into the fees owed to the Crawford County Clerk of Courts

If you have any questions please contact the Crawford County Sheriff's Office – Civil Office

(419) 563-2703 or [sheriffsales@crawfordcountysheriffohio.com](mailto:sheriffsales@ crawfordcountysheriffohio.com)