

Holmes County Tax Map Office

75 E. Clinton Street, Suite 102

Millersburg, Ohio 44654

330-674-6631

MAILING INSTRUCTIONS

You must provide envelopes stamped with the proper postage and addressed to the appropriate office. Envelopes must be large enough to enclose all documents for sending through the mail. Please note: We only send documents via the US Post Office and do not use FedEx or United Parcel Service.

Step One – Tax Map Review

If your document requires Tax Map Office review/approval, send documents to:
Tax Map Office, 75 East Clinton Street - Suite 102, Millersburg, OH 44654

You must provide the following:

- 1) Holmes County Transfer and Recording Form, with the "Agent" section completed
- 2) Written instructions for type of review requested and return of the documents to you.
- 3) To pick them up in person instruct us to "hold" the documents in our office for your pick-up and provide the name of the person(s) who will be picking up the document.
- 4) To have them returned by mail, you must provide your self-addressed stamped envelope for the return of documents after review.
- 5) Include your return address on all envelopes.

Step Two – Completing the transfer process through the mail

You must provide the following:

- 1) written instruction for each office, enclosing all proper forms, checks, etc. for processing the document
- 2) your envelopes stamped with the proper postage and addressed to the appropriate office
NOTE: envelopes must be large enough to enclose all documents for sending through the mail
- 3) place in each envelope the checks, forms, etc. required by that department
- 4) include your return address on all envelopes

Once Tax Map Office approval is obtained, submit documents to the following departments in this order to complete the transfer.

1. **Holmes County Office of Planning and Economic Development**
2 Court Street, Suite 21, Millersburg, Ohio 44654
(330) 674-8625
2. **Holmes County Auditor**
75 East Clinton Street, Suite 107, Millersburg, Ohio 44654
(330) 674-1896
3. **Holmes County Recorder**
75 East Clinton Street, Suite 101, Millersburg, Ohio 44654.
(330) 674-5916

Please contact each department directly with any questions.