



**ADRIAN S. BIVIANO, CPA**  
**TRUMBULL COUNTY AUDITOR**  
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**To: All Citizens**  
**From: Adrian S. Biviano, Trumbull County Auditor**  
**Date: March 17, 2020**

At the Trumbull County Auditor's office, we are firmly committed to being public servants to the highest possible standard, without putting the health and well-being of our staff or the public at risk. We understand the importance of cooperating with anyone trying to complete real estate property transfers and recording a document during times of uncertainty.

Due to the impact of pandemic illnesses COVID-19 and to ensure the safe continuation of our services, we have a plan in place which allows for the continuation of most operations concerning real estate property transfers and recording of documents.

Effective March 19, 2020 and until further notice, the Auditor's office will allow property transfers, mortgages, death designations and any other documents that need to be transferred and/or recorded to be done by mail. Documents can also be dropped off in a drop box located in the lobby of the Administration Building at 160 High St. N.W., Warren, OH 44481. Please drop in the box labeled according to the department where you would normally start the process.

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

Separate checks for payment Auditor's office and Recorder's office

**Self-addressed stamped envelope for returning documents**

**All Documents will be returned through the Mail.**

All forms completed in their entirety (i.e. DTE100, 100EX, etc.) found on the County website

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 continue to watch carefully for new developments as the situation unfolds and adapt our procedures accordingly. However, if you have any questions or require any further information, please direct to: [www.auditor.co.trumbull.oh.us](http://www.auditor.co.trumbull.oh.us) or (330) 675-2420.