

Request To Redact Address - Instructions for submitting completed “Affidavit For Insertion of Initials On Property Duplicate and Tax List” forms

Important: Only Union county property owners employed in the following occupations qualify for the insertion of owner initials on the property duplicate and tax list records: peace officer, parole officer, prosecuting attorney, assistant prosecuting attorney, correctional employee, youth services employee, firefighter, and EMT.

The following are required in order to process requests for the insertion of owner initials on the property duplicate and tax list records:

- 1) Completed “Affidavit For Insertion of Initials On Property Duplicate and Tax List” form;
- 2) Completed “Exemption From Real Property Conveyance Fee” form;
- 3) Pay transfer fee of \$0.50

The following page of this Adobe document contains the “Affidavit For Insertion of Initials On Property Duplicate and Tax List” form. In addition to completing the “Affidavit For Insertion of Initials On Property Duplicate and Tax List” form, a completed “Exemption From Real Property Conveyance Fee” form, DTE Form 100EX, is also required. This form is available upon request at the Union County Auditors office and may be completed at the time you are submitting the “Affidavit For Insertion of Initials On Property Duplicate and Tax List” form. A \$0.50 transfer fee will be charged.

All completed forms are required to be submitted in person at the Union County Auditors office.

The Union County Auditors Office is located at the following address:

Union County Office Building, 2nd Floor
Auditor’s Office
233 West Sixth St.
Marysville, Ohio

For questions regarding the forms, you may contact the Auditors office at: 937-645-3003.