

# PATRICK W. DROPSEY

RICHLAND COUNTY AUDITOR



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50 PARK AVENUE EAST, MANSFIELD, OHIO 44902  
TELEPHONE 419/774-5501

September 1, 2020

To Whom It May Concern:

This letter is meant for the intended purpose to notify the public that the Richland County Auditor's office will start requiring a conveyance form for any Bill of Sale for Cottage sites in Richland County that have a consideration amount for the transfer. A conveyance fee will then be expected to be collected at the Richland County Treasurer's Office. This change will take effect starting October 1<sup>st</sup>, 2020. If anyone has any questions, please feel free to contact myself or Amy Huff.

Sincerely,

Patrick W. Dropsey  
Richland County Auditor  
Phone # (419) 774-5501