

Andrew L. Sutak
Auditor
Secretary of Budget Commission
Secretary of Board of Revision



Auditor & Fiscal	(740) 699-2130
Real Estate & Appraisal	(740) 699-2132
Deed Transfer	(740) 699-2136
Manufactured Homes	(740) 699-2131
Dog/Kennel License	(740) 699-2131
Vendor License	(740) 699-2131
Weights & Measures	(740) 699-2132
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BELMONT COUNTY

Auditor's Office

101 West Main Street, St. Clairsville, Ohio 43950
www.belmontcountyohio.org/auditor.htm

Oil & Gas Deed Oil, Gas & Mineral Deed Policy

1. Oil, gas, & mineral deeds (**OGM deed**) also oil & gas deeds (**OG deed**) will no longer be processed in the same day.
2. Every OGM deed and OG deed will get a transfer stamp. No exceptions.
3. OG deeds will have one zero-value parcel created per tract.
4. OGM deeds will have two parcels created per tract.
 - a. One zero-value oil & gas parcel
 - b. One all other mineral parcel
5. OG & OGM deeds will not be stamped by the Auditor's office until all tracts have the appropriate OGM or OG parcel numbers assigned and are written on the deed. This is one of the reasons OG & OGM deeds will not be processed in the same day.
6. Land transfers where the grantor is reserving the oil & gas rights and the reservation is a new reservation a new zero-value oil & gas parcel will be created. It will be the attorneys' responsibility to inform the auditor's office of the new reservation and to fill out the worksheet for the new reservation.
7. Land transfers where the grantor is reserving the oil, gas and all other minerals and the reservation is a new reservation two parcels will be created per tract, a new zero-value oil & gas parcel and an all other mineral parcel. It will be the attorneys' responsibility to inform the auditor's office of the new reservation and to fill out the worksheet for the new reservation.
8. The Auditor's office is not a title company. The auditor's office will only be transferring OGM & OG deeds. We will not be verifying ownership, duplication of ownership, descriptions, or any other such process. The Auditor's office is only responsible for transferring these deeds.

If you have any questions or concerns about this policy please feel free to contact our office at (740) 695-2121 Ext. 1112 / Ext. 1029/ Ext. 1022