

The primary statutory responsibility of the Auditor's office is accounting for over 200 Portage County funds that are used to provide services to our residents. The Auditor and staff record and track the revenue sources and the expenses of every elected official and the many different departments that make up county government. Other official duties include:

- ◆ Issuing monthly statements of county finances and the Consolidated Annual Financial Report
- ◆ Certifying all money into the county treasury
- ◆ Rectifying accounts with the County Treasurer
- ◆ Generating the general tax list and general duplicate of real and public utility property
- ◆ Distributing real estate taxes to the proper political subdivisions
- ◆ Serving as a member of the Portage County Budget Commission, Microfilm Board and Records Commission
- ◆ Serving as Secretary of Board of Revision and Administrator and Secretary of Data Processing Board
- ◆ Issuing paychecks to all Portage County employees

### **IMPORTANT PHONE NUMBERS OF THE PORTAGE COUNTY AUDITOR'S OFFICE**

Auditor, Janet Esposito	330-297-3565
Auditor, General	330-297-3561
Accounting	330-297-3563
Appraisal	330-297-3578
Board of Revision	330-297-3568
CAUV	330-297-3579
Cigarette License	330-297-3579
Dog License	330-297-3560
Estate Tax	330-297-3570
Homestead Exemption	330-297-3571
Levies/Budgets/Settlements	
County Government	330-297-3574
Cities, Townships, Schools	330-297-3575
Manufactured Homes	330-297-3576
Personal Property	330-297-3579
Real Estate Transfer	330-297-3569
Vendor's License	330-297-3579
Weights & Measures	330-297-3581
Fax	330-297-4560
2.5 % Credit	330-297-3570

**[www.co.portage.oh.us](http://www.co.portage.oh.us)**

**E-mail: [jesposito@portageco.com](mailto:jesposito@portageco.com)**

HOURS 8:00 a.m. - 4:30 p.m.  
Monday - Friday

Office of the Auditor  
Portage County, Ohio  
449 South Meridian Street,  
5th Floor  
Ravenna, Ohio 44266-1217

## **SERVICES OF THE AUDITOR'S OFFICE**

Dear Portage County Resident,

Our office receives many calls requesting information about services of the Auditor. This brochure has been prepared to give you a guide as to what is available to the public.

If after reviewing this brochure you have any questions, please contact my office. We will provide as much information as possible.

Sincerely,

Janet Esposito  
Portage County Auditor

## REAL ESTATE TRANSFERS AND REAL PROPERTY RECORDS

The Auditor's Real Estate Department transfers deeds and other real property transfer documents prior to their recording. As a result, the office also maintains property ownership records to assist the County Treasurer in real estate tax billing and collection. The following information concerning Portage County real estate is available to the public:

- ◆ Parcel ownership histories
- ◆ Property sales information
- ◆ Property valuations
- ◆ Real Estate tax and special assessment information
- ◆ Property splits and new parcel number assignment
- ◆ Mobile home registration and assessment

Above information is on the Web at [www.co.portage.oh.us](http://www.co.portage.oh.us)

## TAX REDUCTION PROGRAMS

The Real Estate Department also assists in the application process for the following tax reduction programs:

- ◆ Homestead Exemption - available to senior citizens and disabled persons.
- ◆ 21/2% Homeowner's Reduction – for owner occupied dwellings.
- ◆ Forest Land - lands of 10 acres or more which the owner enters into a forest stewardship program for the commercial production of timber.

- ◆ CAUV (*Current Agricultural Use Value*) Program - for eligible properties that have 10 or more tillable acres or have produced a gross income of \$2,500 during each of the three calendar years prior to filing.

## ESTATE TAX PROCEDURES

In the area of estates, the County Auditor's office performs the following services:

- ◆ Processes tax releases to allow the transfer of assets of a Portage County resident.
- ◆ Maintains estate tax records and facilitates the collection of estate tax payments where necessary.

## WEIGHTS & MEASURES

The Auditor's office is active in consumer protection in the area of commercial trade. On staff are trained state certified technicians who use highly accurate equipment to inspect and certify the following devices:

- ◆ Scales - in supermarkets, deli's and convenience stores.
- ◆ Gasoline Pumps.
- ◆ Weighing and measuring equipment at warehouses, packing plants, feed mills, shipping companies and lumberyards.

## LICENSING

The following licenses are sold through the Real Estate Department of the County Auditor's office:

- ◆ Dog and Kennel Licenses for all Portage County dogs that have reached the age of three months.
- ◆ Cigarette Licenses for the wholesale or retail sale of cigarettes and tobacco products.
- ◆ Vendor's Licenses.

## BUDGET COMMISSION

- ◆ Consists of the Auditor, Treasurer, and the Prosecuting Attorney.
- ◆ The Auditor as chief financial officer is the secretary.
- ◆ Sets the tax rates.
- ◆ Distributes inside and voted tax levies.
- ◆ Certifies for expenditure all sources of revenue available for county government, schools, townships, villages, cities, boards and commissions.

## PERSONAL PROPERTY

The Personal Property department records and assesses the personal property of all commercial, industrial, and public utility entities in Portage County.