

Dear Lien Holder or Leasing Company:

Your customer has moved to the State of Ohio and is requesting to have their out of state title converted to an Ohio Title. In accordance with the Ohio Revised Code the Original Certificate of Title must be sent to our office to begin the transfer process. Please forward the title to:

Preble County Clerk of Courts - Auto Title Division  
(937) 456-8181  
546 N Barron Street  
Eaton OH 45320

Note: If the title is in a Leasing Company's name, our office will need the following in order for your customer to obtain an Ohio title and license plates:

- Your Leasing Permit Number LD# or 99# \_\_\_\_\_ Federal Tax I.D. # \_\_\_\_\_
- Two (2) Notarized Power of Attorney's appointing your customer

The original Ohio Certificate of Title will be returned to the Lien Holder or Leasing CO. upon completion.

**The information below is to be completed by the Vehicle Owner**

Lien Holder or Leasing Company Name: _____
Lien Holder or Leasing Company Address: _____
Owner's Name: _____ Owner's Telephone Number: _____
Vehicle Information:
Year _____ Make _____ Model _____ Body Type _____
Vehicle Identification Number _____

Sincerely,



Brionne Reynolds  
Clerk of Courts