



Administrative Recording Requirements

State of Ohio

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 88 counties / Recorder

Required Documents: **Real Estate Property Conveyance Fee Statement of Value & Receipt DTE Form 100**
or **Exemption DTE Form 100EX**

Most counties require county version of these forms

Affidavit of Facts required with all Exemptions

Required Statement: "This instrument prepared by" name, title, and address on 1st page of document

Formatting of Documents:

Format specified by statute

8 1/2 x 11 or 8 1/2 x 14 only

First page 3" blank top margin / 4" right hand side blank / 1" other margins

Other pages: 1 1/2" top / 1" side and bottom margins

10 point font

Blue or black ink

No highlighting on any pages

Quality of paper and contents must be legible for photo duplication

Legal Description: Required on all documents including township and parcel number
Property address must be included

Other Requirements: Black ink preferred for all signatures
All signatures require printed name underneath
Corporate signautes require title and name printed underneath
Post office and street addresses for all involved parties is required
Two witnesses required if prepared in Ohio
Many counties require self addressed stamped envelope
Re-records require reason listed at top of document
Spcoa; security numbers should not be included unless borrower submits a signed and notarized affidavit expressly asking that the social security numbers be included on the documents
"Master Mortgage Clause" involve an additional fee

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 day - 2 weeks

Ohio County Specifics:

Contact Information for all Ohio Recorder Offices can be found at the following website:

<http://www.ohiorecorders.com/rec.html>

Ashtabula County	Abstractor services required Copy of Vesting Deed required
Butler County	Affidavit of Lost Certificate required if Certificate of Title is lost
Clark County	Deeds must go to Auditor first, they will forward to recorder: Clark County Auditor, 31 N Limrstone Street, Springfield, OH 45501
Clermont County	Typed Deed forms required
Cuyahoga County	Deeds must go to Auditor first, they will forward to recorder: Cuyahoga County Auditor's Office, 1219 Ontario Street, Cleveland, OH 44113 (216) 443-7010
Franklin County	Re-Records require additional fee Deeds must be sent to Auditor first, then will route to recorder. Franklin County Auditor, 373 South High Street, 21st Floor, Columbus, OH 43215-6310 (614) 462-4663 FAX: (614) 462-5083
Fulton County	Deeds must be faxed to Engineer's Office for approval at 419-335-3816, they will forward to auditor, then to recorder
Hamilton County	Registered Land requires duplicate Certificate of Title or an Affidavit of Lost Certificate can be filed http://recordersoffice.hamilton-co.org/registered_land/blank_forms.html
Hancock County	Copy of previously recorded deeds must be submitted with new deed
Geauga County	Documents cannot be recorded concurrently
Greene County	Deed must include volume and deed from previously recorded deeds
Lake County	Deeds must be hand-delivered to auditor before recording. Abstractor services required
Lorain County	Typed Deed forms required Re-Records require additional fee
Lucas County	Documents cannot be recorded concurrently Trust Affidavits require deed forms to be attached
Medina County	Abstractor services required, no transfers can be mailed
Mercer County	Re-Records require additional fee Abstractor services required, no transfers can be mailed
Miami County	Re-Records require additional fee Documents cannot be recorded concurrently
Montgomery County	Requires County Deed Form
Perry County	Re-Records require additional fee
Vinton County	Re-Records require additional fee
Richland County	Deeds must be hand-delivered to auditor before recording. Abstractor services required
Richmond County	Typed Deed forms required
Ross County	Reference prior deed required
Summit County	Require County Conveyance Form Deed required routing number and parcel number Death Certificates require Affidavit of Surviving Spouse and Conveyance Form http://www.co.summit.oh.us/fiscaloffice/
Union County	Deeds must be sent to Auditor first, they will route to recorder. Union County Auditor, 233 W 6th Street, Marysville, Ohio 43040
Warren County	Legal description must include section, township and range
Wayne County	Deeds must be hand-delivered to auditor before recording. Abstractor services required