

**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

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**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

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

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