Real Estate Recording Guide….

1. Documents that are transferring interest need to go through the Tax Map Room and the Auditor's Office prior to recording. They must include the transfer stamp. The Map Room is located at the Madison County Engineer's Office at 825 US 42 NE London, Ohio 43140. You may stop and get your stamp prior to recording or drop documents off at the Recorder's Office and a runner will take your document to get the proper stamps. All proper documentation must be provided.
2. Prepare documents legibly according to the statutory requirements, or in the absence of statues, according to the best practices, leaving sufficient blank space for all stamps. (See standard Guidelines ORC 317.114)
3. Must have all original signatures with notary completed.
4. Include the name of the preparer on each document recorded.
5. Include the complete legal description of the property on the recordings where required by law.
6. Assignments and Releases of Mortgage do not require a legal description in this office.
7. Most all documents are $39 for the first two(2) pages and $8 for each additional page.(See below for a more detailed price list)
8. If you are not sure if a document is Non Standard and requires the $20 penalty fee…. Please send a separate check for the penalty and we will return if not needed.
9. Include a self-addressed stamped envelope for the return of the original documents.
10. Please check to make sure that all of your documents are completed before presenting to this office. We will not help you prepare your documents for recording.

Standard Recording Guidelines per Ohio Revised Code 317.114

1. Computer font size 10pt
2. Minimum paper size 8 1/2x 11 inches (letter)
3. Maximum paper size 8 1/2 x 14 (legal)
4. Black or blue ink only
5. No use of highlighters (document will not scan properly)
6. Margins of 1 inch on each side and bottom of each page
7. 3 inch margin at the top of the first page (reserved for all recording stamps)
8. 1 ½ inch margin on the top of each remaining pages

The goal is document standardization, but the County Recorder must accept any document even if it does not conform to the new guidelines. However, the County Recorder will charge a $20.00 penalty fee in addition to the standard fee. **This law does not apply to the following document: Any document from any court or taxing authority, Plats, DD214's, any State or Federal document, any documents executed before July 1, 2009.**

- **On July 1, 2009, House Bill 525 went into effect which created standardization guidelines for documents recorded in all State of Ohio Recorder's Offices.**

Madison County Recorder's Office fees are subject to change without notice. Please make checks payable to The Madison County Recorder.

Document Type	Amount
BASIC RECORDING DEEDS, MORTGAGES, ETC.	$39 for first two sides and $8 for each additional side (letter or legal paper) * Documents which contain a marginal reference to previously recorded documents will be subject to a $4 marginal fee. The $4 fee is charged per document referenced.
NON COMPLIANCE WITH ORC 317.114	$20.00 for each document not in compliance with the standards
PLATS	$43.60 per page (must be no smaller than 12x18 and No larger than 17 ½ x 23 ½) and must be on Mylar and have original signatures
UCC-1, UCC-2 OR UCC-3 NO REAL ESTATE	File with Secretary of State as of 7/1/01
UCC-1, UCC-2 OR UCC-3 WITH REAL ESTATE	$12.00 PLUS $4 each debtor, secured party, record owner or lessee, to be indexed.
TERMINATION	$12.00 PLUS $4 each debtor, secured party, record owner or lessee, to be indexed.
DD214 (MILITARY DISCHARGE) DD215 (CORRECTION) SBR (SOLDIER'S BURIAL RECORDS)	No fee
BUREAU OF WORKER'S COMP LIEN & RELEASE	No fee
BUREAU OF EMPLOYMENT SERVICE LIEN	No fee
BUREAU OF EMPLOYMENT SERVICE RELEASE	$4.00
FEDERAL TAX LIEN OR RE-FILE OR CORRECTION	$5.00
FEDERAL TAX LIEN RELEASE	$3.00
PHOTOCOPIES	$2.00 with assistance with staff / $ 0.25 with no assistance
CERTIFIED COPIES	$2.00 per page plus $1.00 for certification of entire document