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Madison County  
Recorder



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## Property Alert System

1. Go to our Madison County Ohio website... [www.co.madison.oh.us](http://www.co.madison.oh.us)
2. Select **Departments**
3. Select **Recorder**
4. Select **online records** search on the left tabs. This will take you to Avenu Records.
5. Select **Ohio**
6. Select **Madison**
7. Select the red tab "**Public & Agency Users**"
8. Select the **sign up** tab (bottom right corner of box)
9. You will answer a few general questions to set up an account such as name, address and phone number. Most importantly it will prompt you to add an email (which will be your username) and set up a password.
10. Click **register** to set up the account
11. Congratulations! You are all set to use our website. Please keep your username and password handy for future visits.
12. To set an alert for your property you will select the **alert** tab at the top of the home page
13. Then you will select the **search** option
14. Insert a name as appears in our index... Remember we index last name then first name. for example Smith John.... No commas or any punctuation. If you hover over the small "i" you will get more guidance. Once you would like to receive the alert, you can simply click "**add alert**" and you will be automatically emailed any time our office indexes your name. Feel free to add any common misspellings of your name. Also with and without middle names or initials.
15. You may add as many names as you wish!

All our records with exception to military discharges are public record (O.R.C.149.43) Our website is free to use and any copies you print are free of charge. This 24/7 free service will better protect you from potential property and mortgage fraud.

Please feel free to contact the number above with any questions or concerns

