

## State of Ohio Administrative Recording Requirements:

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**Marital State:** No

**Trust State:** No

**Mortgage State:** Yes

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### **BASIC REQUIREMENTS:**

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" (maximum accepted)

Margins:

- First page: 4" Top-Right corner; 1" other sides
- Other pages: 1" all sides

Print:

- Black ink
- 10 pt font minimum

Preparer Info:

- Name, address, and signature

Vesting:

- No unique requirements

Marital Status:

- Required

APN/PID Number:

- Required on legal description

Witnesses:

- None required

Printed names:

- Required below all signatures

Legal:

- Township
- Parcel Number
- Include state, county, and municipality in 1<sup>st</sup> paragraph
- Must accompany all instruments

Notary:

- Date of Acknowledgment
- Expiration Date of Notary
- Stamp or Seal

**FORM REQUIRMENTS:**

Deeds:

- DTE FORM 100(EX) – Real Estate Conveyance Tax Return (some counties require the carbon copy version of form only)
- Legal description (legible)
- Previous recorded information required

Lost Affidavit:

- Accepted

Death Certificate:

- No affidavit required

Power of Attorney:

- Original only (copies not accepted)
- Legal description

**COMMON REJECTION REASONS:**

- DTE FORM 100(EX) – Real Estate Conveyance Tax Return missing/incomplete
- Marital status missing/inadequate
- Notary stamp/seal missing
- Preparer information missing
- Printed names beneath signatures missing
- APN Number missing
- Legal description incomplete

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state Recording Requirements are subject to change at any time without notice.  
Always verify requirements and fees with the appropriate recording office.

As of May 5, 2017



**SPECIAL CHARACTERISTICS:**

\*Medina County requires legal description to list acreage

\*Hamilton County requires the original Transfer Certificate of Title, if not available, an Affidavit of Lost Duplicate must be procured, signed, and notarized.



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