

DANNY N. CRANK

BUTLER COUNTY RECORDER

130 HIGH STREET • HAMILTON, OHIO 45011 • (513)887-3192



Visit our website @ www.butlercountyohio.org/recorder

EFFECTIVE JULY 1, 2009

BUTLER COUNTY RECORDER FEE SCHEDULE

Deed, Mortgage, Lease and other documents - \$28.00 up to and including two pages
Additional pages and attachments (ORC 317.32) - \$8.00 per additional page after the 1st two

Non-Standard Fee (ORC 317.114) - \$20.00 per document

- Computer font size of at least 10 point
- Letter or Legal size paper
- Black or Blue ink only
- No highlighting
- 1 inch margin on sides and bottom
- 3 inch top margin on 1st page
- 1 ½ inch top margin on remaining pages

Plats - 18X24 - \$43.20 per page
- 24X36 - \$86.40 per page

Transfer Fees & Conveyance Tax - \$3.00 per \$1,000.00 purchase price

- In addition, an auditor's parcel transfer tax fee of 50¢ per parcel number is payable with deeds
- Use a check for both tax and fee payable to the Butler County Auditor
- Conveyance/Exemption form required with all deeds
- Parcel Identification Numbers are required with all deeds
- Call (513) 887-3154 with any questions

Documentation/Recording Notes:

- Legal descriptions required with all documents submitted for recording
- Blanket assignments and satisfactions are not accepted
- Self addressed stamped return envelope is required
- In subsequent related documents, include references to all previously recorded documents
- All affidavits require Current Owner (ORC 5301.252)
- Document notarized in Ohio require a Prepared By Statement
- Document turn around time is 24-48 hours
- This office does not perform title searches

UCC Recording Fees - \$12.00 plus \$4.00 for each name indexed
(Debtor, Secured Party and Property Owner)

Copies of documents - \$2.00 per page

Certification - \$1.00 per document