

DANNY N. CRANK

BUTLER COUNTY RECORDER

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



Visit our website @ <http://recorder.bcoho.us>

EFFECTIVE OCTOBER 17, 2019

BUTLER COUNTY RECORDER FEE SCHEDULE

- Deed, Mortgage, Lease and other documents** - **\$34.00 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**