

TOP LEFT HALF RESERVED  
FOR THE COUNTY  
ENGINEER/MAPS AND  
COUNTY AUDITOR

TOP RIGHT HALF RESERVED  
FOR THE COUNTY  
RECORDER

## **SAMPLE DOCUMENT FOR RECORDING**

### **HB 525 Standardization of Forms**

A new law goes into effect on July 1, 2009 that will set the guidelines for documents recorded in your county recorders office. Under the bill, except for the exceptions described below, an instrument or document that is presented for recording must comply with the following standard format requirements:

- Print size not smaller than a computer font size of ten;
- Minimum paper size of 8½ inches by 11 inches;
- Maximum paper size of 8½ inches by 14 inches;
- Black or blue ink only;
- No use of highlighting;
- Margins of one-inch width on each side of each page of the instrument or document and on the bottom;
- A three-inch margin of blank space across the top of the first page of each instrument or document to accommodate any certification or endorsement of the county engineer, county auditor, or county recorder, with the right half of that margin being reserved for the county recorder to endorse the date, the precise time of presentation, and a file number;
- A 1½ inch margin across the top of each of the remaining pages of the instrument.

The bill requires the county recorder to accept for recording an instrument or document that does not conform to these requirements, but requires the recorder to charge and collect fees in addition to the regular recording fees. The additional fees consist of a \$10 base fee for the recorder's services and a \$10 housing trust fund fee.

### **Exceptions to Recording Requirements**

The requirements described above do not apply to the following documents recorded with the county recorder:

- Any document that originates with any court or taxing authority;
- Any record of discharge of a discharged member of the United States armed forces or of any person who served during WWI or WWII as a member of any armed force of the government of Poland or Czechoslovakia, participated in armed conflict with a United States enemy, and has been a United States citizen for at least ten years;
- Any plat, which is a map of a tract or parcel of land, that is required or authorized by the Revised Code to be recorded;
- Any document authorized to be recorded that originates from any state or federal agency;
- Any document executed before the bill's effective date.

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**First Page Top Margin**

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