

## New Document Standardization Guidelines Coming Soon to Ohio!

In Ohio, House Bill 525 will go into effect on **July 1st, 2009**. This new law (ORC 317.114) creates standardization guidelines for documents that are recorded in this office.

### THE GUIDELINES ARE AS FOLLOWS:

- Computer font size of at least 10 point;
- Minimum paper size – 8 1/2 x 11, Maximum paper size – 8 1/2 x 14;
- Black or Blue ink ONLY;
- No use of highlighting;
- Margins of 1 inch on each side of the page and on the bottom;
- 3 inch margin on the top of the first page, reserved for recorder, auditor & engineer;
- 1 1/2 margin on the top of each of the remaining pages.

*If a document signed does not conform to these guidelines, an additional recording fee of \$20.00 will be collected.*



**OHIO**  
RECORDER'S ASSOCIATION

### This law does not apply to:

- Any document from any court or taxing authority;
- Plats;
- DD214's;
- Any state or federal document;
- Any document executed before the effective date of this law.

**317.143 Standard format of instruments to be recorded.**

(A) Except as otherwise provided in division (B) of this section, an instrument or document presented for recording to the county recorder shall have been prepared in accordance with all of the following requirements:

- (1) Print size not smaller than a computer font size of ten;
- (2) Minimum paper size of eight and one-half inches by eleven inches;
- (3) Maximum paper size of eight and one-half inches by fourteen inches;
- (4) Black or blue ink only;
- (5) No use of highlighting;
- (6) Margins of one-inch width on each side of each page of the instrument or document;
- (7) A margin of one-inch width across the bottom of each page of the instrument or document;
- (8) A three-inch margin of blank space across the top of the first page of each instrument or document to accommodate any certification or indorsement of the county engineer, county auditor, or county recorder, as may be required by law, with the right half of that margin being reserved for the indorsement of the county recorder required by section 317.12 of the Revised Code; and
- (9) A one and one-half-inch margin across the top of each of the remaining pages of the instrument or document.

The county recorder shall accept for recording an instrument or document that does not conform to the foregoing requirements but shall charge and collect the following additional fees for each such instrument or document: an additional base fee for the recorder's services of ten dollars and a housing trust fund fee of ten dollars, which shall be collected pursuant to section 317.36 of the Revised Code.

(B) This section does not apply to any of the following:

- (1) Any document that originates with any court or taxing authority;
- (2) Any document authorized to be recorded under section 317.24 of the Revised Code;
- (3) Any plat, as defined in section 711.001 of the Revised Code, that is required or authorized by the Revised Code to be recorded;
- (4) Any document authorized to be recorded that originates from any state or federal agency;
- (5) Any document executed before the effective date of this section.

Effective Date: 2008 HB525 07-01-2009

1 1/2 INCH MARGIN

3 INCH MARGIN

10 pt. Times  
10 pt. Helvetica  
10 pt. Palatino

**BLACK OR BLUE ink only**

Minimum paper size 8.5" x 11"

Maximum paper size 8.5" x 14"

**NO HIGHLIGHTING**

OHIO REVISED CODE SECTION 317.114  
EFFECTIVE JULY 1, 2009

1 INCH MARGIN

1 INCH MARGIN

1 INCH MARGIN FOR LETTER PAPER

8 1/2 X 11

1 INCH MARGIN FOR LEGAL PAPER



MARK R. STEWART

# NOTICE

**To:** All Title Companies, Attorneys & Customers  
**From:** Lorain County Auditor's Office – Real Estate Transfer Dept.  
**Date:** 5/28/2009  
**Re:** Exempt / Conveyance Forms

---

Lorain County Auditor Real Estate Transfer forms can now be found online at:

[www.loraincounty.com/auditor/forms](http://www.loraincounty.com/auditor/forms)

Fillable forms, as well as printable forms are available for the conveyance and exempt sheets. When using these forms and returning them to the Transfer office, one copy is all that is needed. Just as a reminder, we do not accept hand written forms. Thank you for your assistance.

Lorain County Auditor  
Real Estate Transfer Department  
Phone: 440-329-5211  
Fax: 440-329-5223