

Date \_\_\_\_\_

# Ross County Ohio Recorder

Ross County Courthouse • 2 North Paint Street, Suite E • P.O. Box 6162 • Chillicothe, OH 45601-6162  
 Phone: 740.702.3000 • Fax: 740.702.3006 • [rossrec@bright.net](mailto:rossrec@bright.net)  
 County Web Site: [www.co.ross.oh.us](http://www.co.ross.oh.us) • Ohio Recorders Assn Web Site [www.ohiorecorders.com](http://www.ohiorecorders.com)

**Your Instrument has not been recorded and is being returned for the following reason(s)**  
**Note: Self-Addressed • Postage Paid Envelope • Required For Return of All Filings**

### Fees

ORC 317.32

- Insufficient Funds- Fees total \$ \_\_\_\_\_
- Non-Standard Document Fee Applies- Fees Total \$ \_\_\_\_\_
- Excessive funds. \$ \_\_\_\_\_ was deposited on your account. We do not return cash via mail. Credit may be used any time.
- Incorrect Payee. Please make payable to Ross County Recorder
- Unsigned or Outdated Check
- Check has been altered. Cannot accept altered checks.
- Auditor's Fees of \$ \_\_\_\_\_ Not Enclosed.
- See Recorder's Fee Schedule on Reverse Side of Paper.

### Non-Standard Document \*

ORC 317.114 \*May be Accepted but Incurs an Additional Fee

- 1" side margins required on each side of essential information
- 1" bottom page margin required on each page
- 3" blank margin required across top of 1<sup>st</sup> page reserved for the County Recorder, Auditor & Engineer.
- 1½" blank margin required across top of 2<sup>nd</sup> page and each page thereafter reserved for the County Recorder.
- 10 Point Times New Roman Normal Style Font or a larger font is required for all Essential Information contained in the document.
- A Sample of the Standard 10 Point Times New Roman Font**
- No highlighting on document including gray tones.
- Black or blue ink only. No green, red etc signatures or stamps.
- Definition of Essential Information includes: legal descriptions, prepared by statement, establishment of rights, responsibilities, requirements, names and other pertinent information.

### Signatures ORC 317.11, 317.112, 5301.01

Chapter 5301. 1962 OAG 2849 & 1942 OAG 5369

- Illegible. Type name below signatures.
- Missing signature(s).
- Original signatures required. No copies, stamps or facsimiles.
- Incomplete Notary.
- \_\_\_\_\_

### Legal Description

ORC 317.18 & 5301.46

- Missing or Appears to be incorrect.
- Parcel Identification Number Missing.
- No property address.
- City, Village, Township, County or State Name Missing or Incorrect.
- Need summation of acreage and/or lot size added.
- Range, section and/or survey number missing.
- Lot, sub lot or part thereof missing.
- Not in Ross County according to legal description.
- \_\_\_\_\_

### Marginal References

Chapter 5301

- Volume & Page and/or Instrument # missing.
- Volume & Page and/or Instrument # appears to be incorrect.
- Instrument was re-recorded & one reference number is missing.
- Filing information available at <https://countyfusion1.kofiletech.us>
- \_\_\_\_\_

### Legibility & Reproduction Quality

ORC 317.11, 317.112 & 317.114

- Print font or quality of characters unacceptable for reproduction.
- Replace poor quality fax original.
- Illegible due to notary stamp or other print superimposed over text
- Paper color/orientation/stapled/taped/ pieced together.
- Replace page(s) \_\_\_\_\_

### Indexing

ORC 317.18

- Grantor's Name(s) missing or unclear
- Grantee's Name(s) missing or unclear
- Missing one of the parties on the original filing. We cannot provide names for you. Do you want to add the name(s) prior to recording? If not, return & we will record your document "as is".
- Filing information available at <https://countyfusion1.kofiletech.us>
- Please clarify Type of Instrument on Document
- \_\_\_\_\_

### Miscellaneous

ORC 317.111, ORC 317.22 & ORC 317.34

- "This document prepared by" Statement missing.
- See Auditor's notes, would not transfer or receive.
- Maps, Plats of Subdivisions of lots and legal descriptions require approval of the Planning Commission, County Engineer or other Legislative Authority prior to recording. Please review their notes.
- No Power of Attorney of Attorney authorization in our records
- \_\_\_\_\_
- \_\_\_\_\_