

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
County Web Site: www.co.ross.oh.us • Ohio Recorders Assn Web Site 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

<u>Fees</u>		<u>Non-Standard Document</u> *	
ORC 317.32		ORC 317.114 *May be Accepted but Incurs an Additional Fee	
<input type="checkbox"/> Insufficient Funds- Fees total \$ _____	<input type="checkbox"/> 1" side margins required on each side of essential information		
<input type="checkbox"/> Non-Standard Document Fee Applies- Fees Total \$ _____	<input type="checkbox"/> 1" bottom page margin required on each page		
<input type="checkbox"/> Excessive funds. \$ _____ was deposited on your account. We do not return cash via mail. Credit may be used any time.	<input type="checkbox"/> 3" blank margin required across top of 1 st page reserved for the County Recorder, Auditor & Engineer.		
<input type="checkbox"/> Incorrect Payee. Please make payable to Ross County Recorder	<input type="checkbox"/> 1½" blank margin required across top of 2 nd page and each page thereafter reserved for the County Recorder.		
<input type="checkbox"/> Unsigned or Outdated Check	<input type="checkbox"/> 10 Point Times New Roman Normal Style Font or a larger font is required for all Essential Information contained in the document.		
<input type="checkbox"/> Check has been altered. Cannot accept altered checks.	A Sample of the Standard 10 Point Times New Roman Font		
<input type="checkbox"/> Auditor's Fees of \$ _____ Not Enclosed.	<input type="checkbox"/> No highlighting on document including gray tones.		
<input type="checkbox"/> See Recorder's Fee Schedule on Reverse Side of Paper.	<input type="checkbox"/> Black or blue ink only. No green, red etc signatures or stamps.		
<input type="checkbox"/> _____	<input type="checkbox"/> Definition of Essential Information includes legal descriptions, prepared by statement, establishment of rights, responsibilities, requirements, names and other pertinent information.		
<u>Signatures</u> ORC 317.11, 317.112, 5301.01		<u>Legal Description</u>	
Chapter 5301. 1962 OAG 2849 & 1942 OAG 5369		ORC 317.18 & 5301.46	
<input type="checkbox"/> Illegible. Type name below signatures.	<input type="checkbox"/> Missing or Appears to be incorrect.		
<input type="checkbox"/> Missing signature(s).	<input type="checkbox"/> Parcel Identification Number Missing.		
<input type="checkbox"/> Original signatures required. No copies, stamps or facsimiles.	<input type="checkbox"/> No property address.		
<input type="checkbox"/> Incomplete Notary.	<input type="checkbox"/> City, Village, Township, County or State Name Missing or Incorrect.		
<input type="checkbox"/> _____	<input type="checkbox"/> Need summation of acreage and/or lot size added.		
<input type="checkbox"/> _____	<input type="checkbox"/> Range, section and/or survey number missing.		
<input type="checkbox"/> _____	<input type="checkbox"/> Lot, sub lot or part thereof missing.		
<input type="checkbox"/> _____	<input type="checkbox"/> Not in Ross County according to legal description.		
<u>Marginal References</u>		<u>Legibility & Reproduction Quality</u>	
Chapter 5301		ORC 317.11, 317.112 & 317.114	
<input type="checkbox"/> Volume & Page and/or Instrument # missing.	<input type="checkbox"/> Print font or quality of characters unacceptable for reproduction.		
<input type="checkbox"/> Volume & Page and/or Instrument # appears to be incorrect.	<input type="checkbox"/> Replace poor quality fax original.		
<input type="checkbox"/> Instrument was re-recorded & one reference number is missing.	<input type="checkbox"/> Illegible due to notary stamp or other print superimposed over text		
<input type="checkbox"/> Filing information available at https://countyfusion1.kofiletech.us	<input type="checkbox"/> Paper color/orientation/stapled/taped/ pieced together.		
<input type="checkbox"/> _____	<input type="checkbox"/> Replace page(s) _____		
<u>Indexing</u>		<u>Miscellaneous</u>	
ORC 317.18		ORC 317.111, ORC 317.22 & ORC 317.34	
<input type="checkbox"/> Grantor's Name(s) missing or unclear	<input type="checkbox"/> "This document prepared by" Statement missing.		
<input type="checkbox"/> Grantee's Name(s) missing or unclear	<input type="checkbox"/> See Auditor's notes, would not transfer or receive.		
<input type="checkbox"/> 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".	<input type="checkbox"/> 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.		
<input type="checkbox"/> Filing information available at https://countyfusion1.kofiletech.us	<input type="checkbox"/> No Power of Attorney of Attorney authorization in our records		
<input type="checkbox"/> Please clarify Type of Instrument on Document	<input type="checkbox"/> _____		
<input type="checkbox"/> _____	<input type="checkbox"/> _____		