

# Are You Ready to Record?

## Document Preparation Checklist

- ☒ **Exact recording fees** - \$39 for the first 2 pages and \$8 per page thereafter. (Release and Assignment of Mortgages require a \$4 marginal notation fee.) Checks should be made payable to the Montgomery County Recorder.
- ☒ **Clear 3" margin at the top of the first page** or a \$20 fee will be added to the above fees.
- ☒ **Original signatures that have been signed and acknowledged in front of a valid notary.**
- ☒ **All Deeds must have the Marital Status of the Grantor set out.** The Grantor's spouse must release dower rights by signing the document in front of a valid notary even if he or she was not on the original deed.
- ☒ **A full legal description of the property including the "situated in" clause.** This can be found on the previous deed or from our Copy Center.
- ☒ **A preparation statement.** All documents notarized in the State of Ohio must have a preparation statement naming the person who prepared the document. (Ex. "This document prepared by John Doe.")
- ☒ **A self-addressed stamped envelope.** Documents are held overnight to secure imaging and returned the next business day to the address on the envelope.

Some recordable documents may be an exception or have additional requirements. If you are unsure, please feel free to ask in the Recorder's Office.

**Please be advised that our staff CANNOT give legal advice  
or assist in the completion of documents.**

**LORI KENNEDY, Montgomery County Recorder**

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