

# ASHLAND COUNTY RECORDER

MICHAL E. CROW

Court House - 142 W. Second Street  
Ashland, Ohio 44805

(419) 282-4238

Nov. 1, 2006

TO: Persons Transferring Property in Ashland County, Ohio

Effective January 2, 2007, any document transferring property will no longer be accepted by mail or drop-off, to be passed through the offices in Ashland County:

We are returning more and more deeds for "simple fixes": wrong course or typo in the legal in the Engineer's Tax Map Office; the exemption form or fee in the Auditor's Office; the prepared by or correct filing fee in the Recorder's Office.

On January 2<sup>nd</sup>, all deeds, affidavits, certificates of transfer, land contracts or release of land contracts must be physically presented to each office. The first office is the Tax Map, located on the bottom floor of the courthouse. Next is the Auditor's Office, located on the main floor of the courthouse. Third is the Treasurer's Office, located beside the Auditor's Office. Last is the Recorder's Office, located down the hall from the Treasurer's Office.

We suggest you arrive at the courthouse no later than 1:30 PM to insure transfer of the document prior to 3:50 PM (the last time documents are accepted in the Recorder's Office for the day).

The Tax Map Office will no longer be accepting pre-approvals of any type of deeds for transfer as of January 2, 2007. These deeds will be checked at the time of transfer for recording.

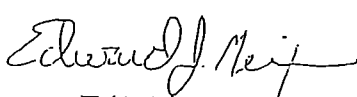
All documents must be originals!!!! No faxed documents or bad copies with original signatures will be accepted.

A self-addressed stamped envelope must be given to the Recorder's Office so the document can be returned.

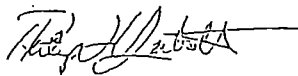
*Michal Crow*

Contact ~~Barb Harding~~ at 419-282-4238 with questions regarding this letter. For fees in the Auditor's Office, call 419-282-4330. The Tax Map Office can be reached at 419-282-4343 with questions about legal descriptions.

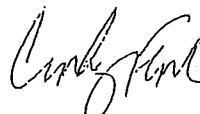
Sincerely,



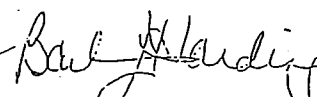
Ed Meixner  
County Engineer



Phil Leibolt  
County Auditor



Cindy Funk  
County Treasurer



Barb Harding  
County Recorder