

# DANNY N. CRANK

## BUTLER COUNTY RECORDER

130 HIGH STREET • HAMILTON, OHIO 45011 • (513) 887-3192



Visit our website @ <http://recorder.bcoho.us>

EFFECTIVE APRIL 29, 2022

### BUTLER COUNTY RECORDER FEE SCHEDULE

**Deed, Mortgage, Lease and other documents** - \$34.00 up to and including two pages  
**Additional pages and attachments (ORC 317.32)** - \$8.00 per additional page after the 1<sup>st</sup> two

**Reference Fee** - \$4.00 each  
- Satisfaction, Release, Rerecord, Assignment, Subordination, Modification, Waiver, Revocation, etc.

**Non-Standard Fee (ORC 317.114)** - \$20.00 per document  
- Computer font size of at least 10 point  
- Letter or Legal size paper  
- Black or Blue ink only  
- No highlighting  
- 1 inch margin on sides and bottom  
- 3 inch top margin on 1<sup>st</sup> page  
- 1 ½ inch top margin on remaining pages

**Plats** - 18X24 - \$43.20 per page  
- 24X36 - \$86.40 per page

**Transfer Fees & Conveyance Tax** - \$3.00 per \$1,000.00 purchase price  
- In addition, an auditor's parcel transfer tax fee of 50¢ per parcel number is payable with deeds  
- Use a check for both tax and fee payable to the Butler County Auditor  
- Conveyance/Exemption form required with all deeds  
- Parcel Identification Numbers are required with all deeds  
- Call (513) 887-3154 with any questions

#### Documentation/Recording Notes:

- Legal descriptions required with all documents submitted for recording
- Blanket assignments and satisfactions are not accepted
- Self addressed stamped return envelope is required
- All affidavits require Current Owner (ORC 5301.252)
- Document notarized in Ohio require a Prepared By Statement

**UCC Recording Fees** - \$12.00 plus \$4.00 for each name indexed  
(Debtor, Secured Party and Property Owner)

**Copies of documents** - \$2.00 per page  
**Certification** - \$1.00 per document