

DANNY N. CRANK

BUTLER COUNTY RECORDER

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

email inquiries to recorder@bcohoio.gov • website <https://recorder.bcohoio.gov>



EFFECTIVE JANUARY 1, 2025

BUTLER COUNTY RECORDER FEE SCHEDULE

Deed, Mortgage, Lease and other documents

(Includes \$5.00 Preservation Surcharge)

- **\$39.00 up to and including two pages**

Additional pages and attachments (ORC 317.32)

- **\$8.00 per additional page after the 1st two**

Non-Standard Fee (ORC 317.114)

- 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 1st page
- 1 ½ inch top margin on remaining pages

- **\$20.00 per document**

Reference Fee (Satisfactions, Releases, Assignments, Rerecords, Amendments, Modifications, Lien Releases, Revocations, etc.)

- **\$4.00 per reference**

Plats

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

Transfer Fees & Conveyance Tax

- Transfer tax fee of 50¢ per parcel number is payable with deeds
- Conveyance/Exemption form required with all deeds
- Call (513) 887-3154 with any questions

\$3.00 per \$1,000.00 purchase price

- Make check payable to the Butler County Auditor
- Parcel Identification Numbers are required with all deeds

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
- Document turn around time is 24 hours

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**