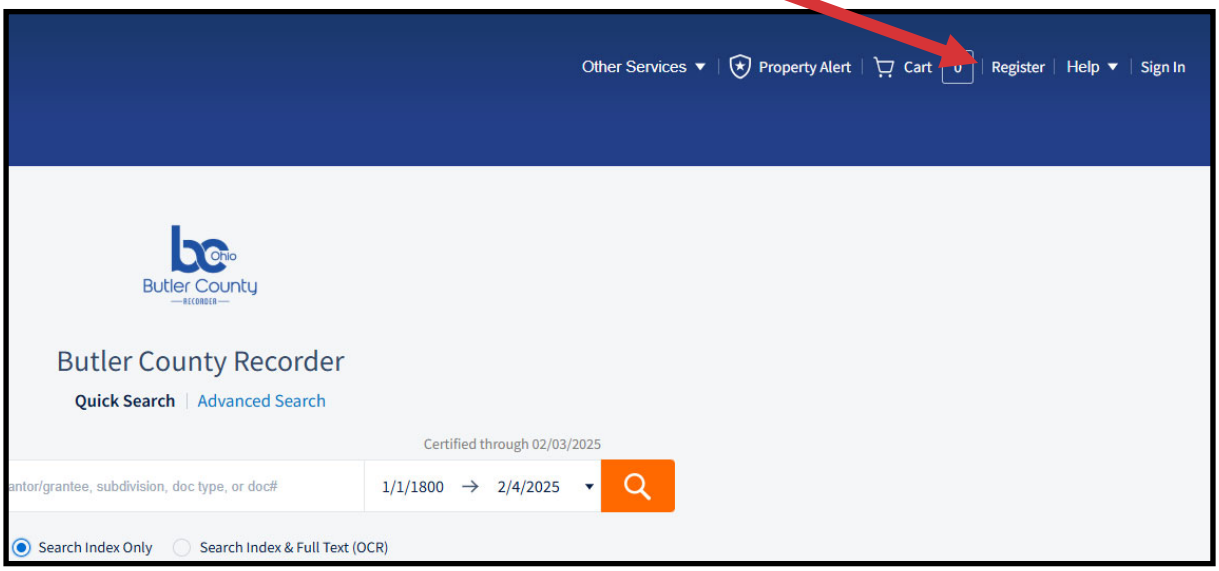


Property Alert Sign up Instructions

1) Visit https://recorder.bcohio.gov—Click on REAL ESTATE SEARCH

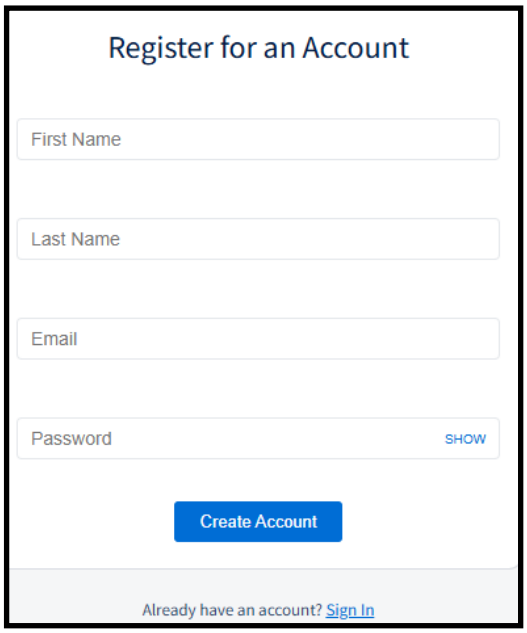
2) Click on REGISTER



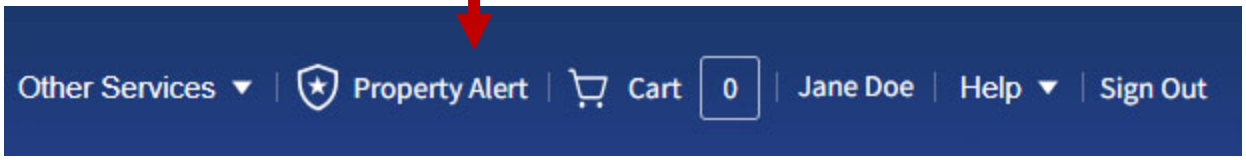
3) Enter Information

4) Click Create Account

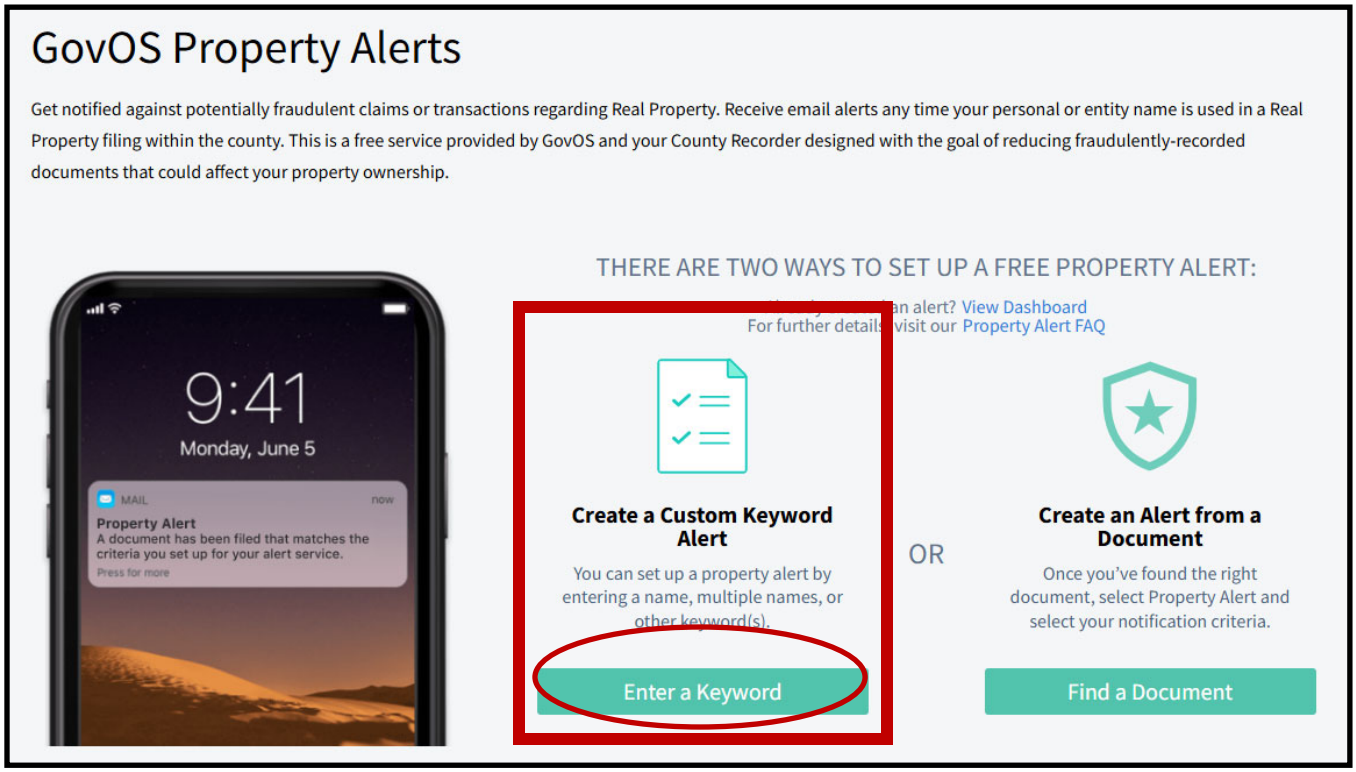
5) An email will be sent to verify your new account.



6) Click on Property Alert

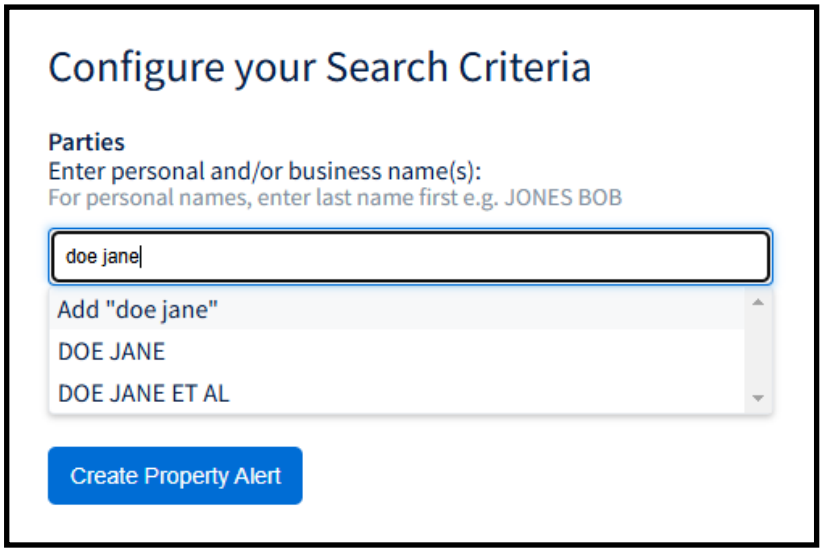


7) Click on Enter a Keyword



8) Enter your name to create an alert, please enter your last name first.

9) Click on Create Property Alert



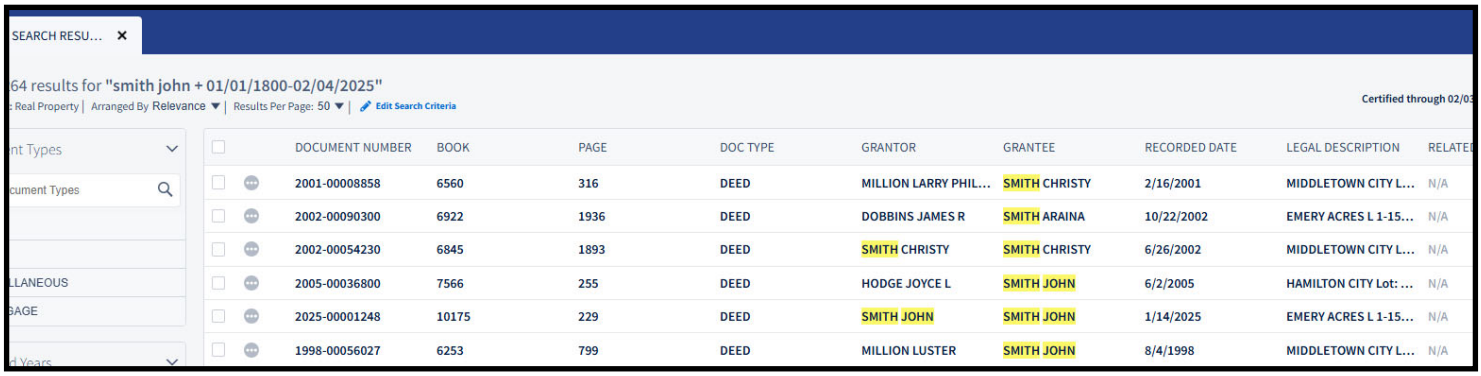
You can add as many names as you like, but avoid using a middle initial, as it may cause discrepancies. Additionally, consider common name variations, such as Stephen/Steve or Michael/Mike.

To set up an advanced Legal Description alert, please continue to the next page.

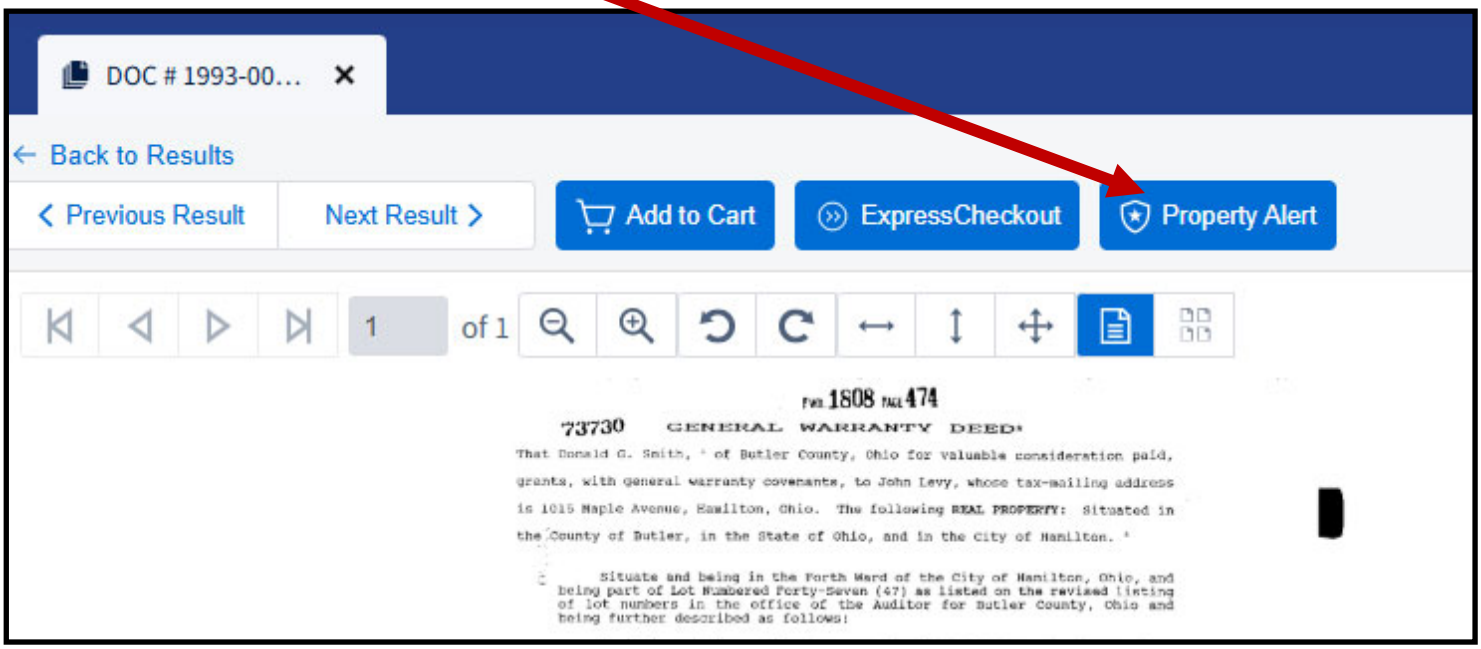
Legal Description Alert

You can create an alert based on the legal description of a document by viewing that document in search through the image viewer and then clicking the shield icon towards the top right of the viewer.

First, search for and locate the document that contains the legal description you are looking for.

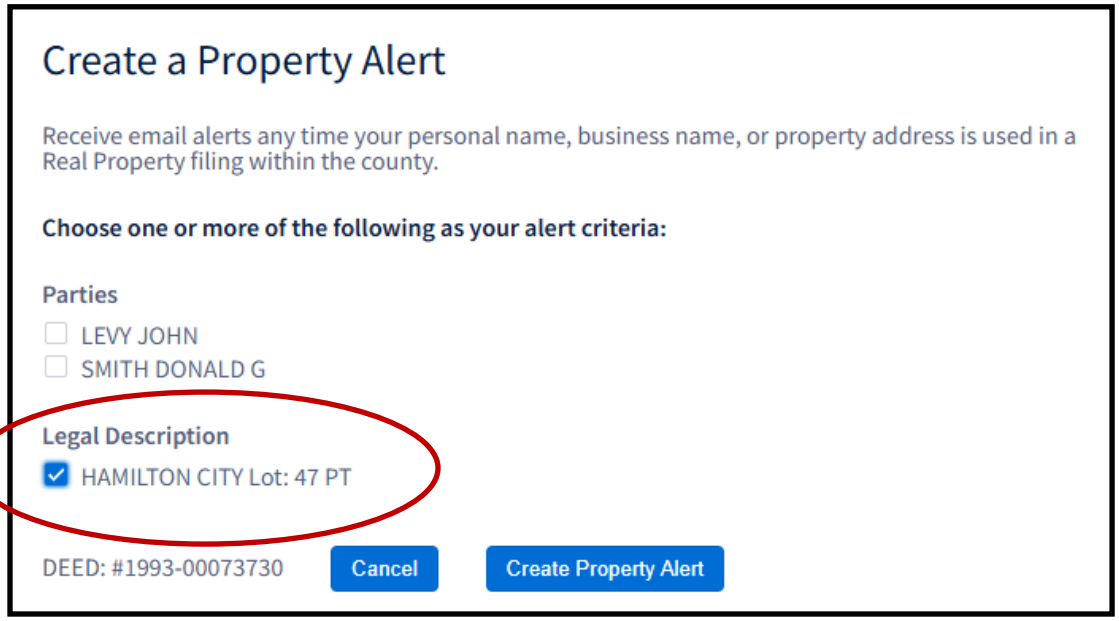


Next, open your document by clicking anywhere on the location line. Make sure you verify that this is the document that you want with the correct legal description. When the image viewer opens, click on the Property Alert button in the top right corner.

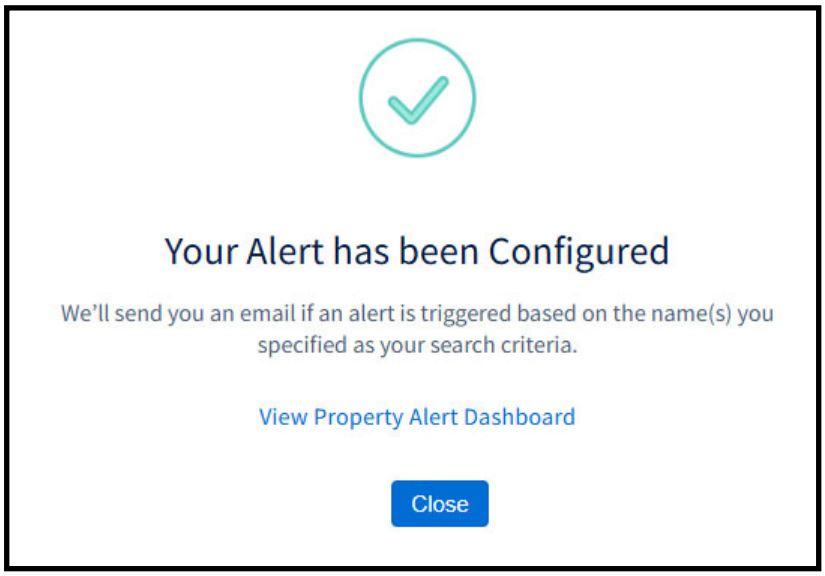


A new window will open that allows you to customize your alert. To set an alert on the legal description, check the box that says Legal Description.

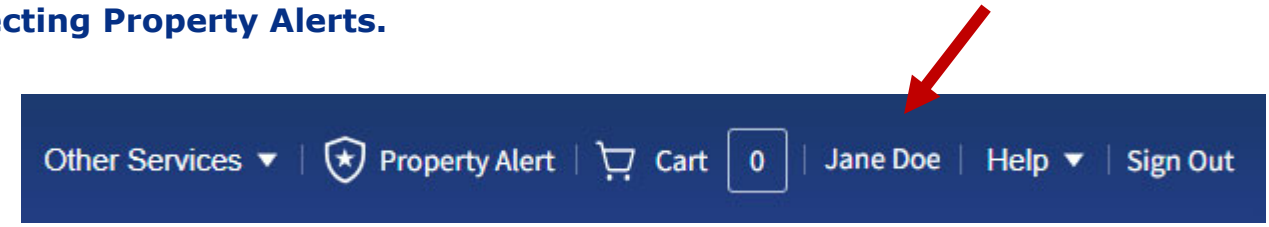
Next click Create Property Alert

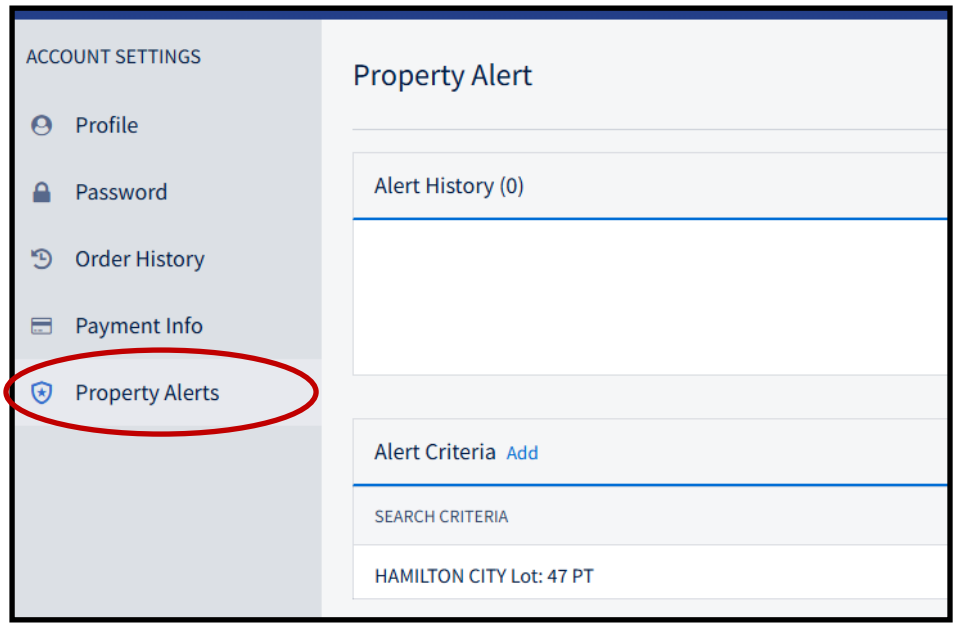


You're all set! You can view your new alert, (as well as all your other alerts) in the property alerts dashboard.



You can view or modify your alerts at anytime by clicking on your name and selecting Property Alerts.





Please contact our office at 513.887.3192 or recorder@bcohio.gov with any questions. Thank you.