

*Greene County Recorder's Office
Eric C. Sears, Recorder
69 Greene St. 3rd Floor
Xenia, Ohio 45385*

House Bill 525 went into effect on July 1, 2009 and was revised by Senate Bill 124 on December 28, 2009. This new law (ORC 317.114) creates standardization guidelines for documents that are recorded in Ohio.

GUIDELINES

- Computer font size 10 point or higher
- Blue or Black ink ONLY
- No use of highlighting
- Minimum paper size is 8 ½ x 11 inches
- Maximum paper size is 8 ½ x 14 inches
- 3 inch margin of blank space on the top of the first page of the document
- 1 ½ inch margin of blank space on the top of each of the remaining pages of the document
- 1 inch margins on each side and on the bottom of all pages

If a document does not conform to these guidelines, an additional recording fee of \$20.00 will be collected

This law does not apply to any of the following:

- Any document from any court or taxing authority
- Plats
- DD214's
- Any state or federal document
- Any document executed before the effective date of this law