

DATE: \_\_\_\_\_

# Kathy Dunn • Ross County Ohio Recorder

Ross County Courthouse • 2 North Paint Street, Suite E • P.O. Box 6162 • Chillicothe, OH 45601-6162

Phone: 740.702.3000 • Fax: 740.702.3006 • [rossrec@bright.net](mailto:rossrec@bright.net)

County Web Site: [www.co.ross.oh.us](http://www.co.ross.oh.us) • Ohio Recorders Assn Web Site [www.ohiorecorders.com](http://www.ohiorecorders.com)

**Your Instrument has not been recorded and is being returned for the following reason(s)**  
**Note: Self-Addressed • Postage Paid Envelope • Required For Return of All Filings**

<u>Fees</u> <i>ORC 317.32</i>	<u>Non-Standard Document</u> * <i>ORC 317.114 *May be Accepted but Incurs an Additional Fee</i>
<input type="checkbox"/> Insufficient Funds- Fees total \$ _____ <input type="checkbox"/> Non-Standard Document Fee Applies- Fees Total \$ _____ <input type="checkbox"/> Excessive funds. \$ _____ was deposited on your account. We do not return cash via mail. Credit may be used any time. <input type="checkbox"/> Incorrect Payee. Please make payable to Ross County Recorder <input type="checkbox"/> Unsigned or Outdated Check <input type="checkbox"/> Check has been altered. Cannot accept altered checks. <input type="checkbox"/> Auditor's Fees of \$ _____ Not Enclosed. <input type="checkbox"/> See Recorder's Fee Schedule on Reverse Side of Paper. <input type="checkbox"/> _____	<input type="checkbox"/> 1" side margins required on each side of essential information <input type="checkbox"/> 1" bottom page margin required on each page <input type="checkbox"/> 3" blank margin required across top of 1 <sup>st</sup> page reserved for the County Recorder, Auditor & Engineer. <input type="checkbox"/> 1½" blank margin required across top of 2 <sup>nd</sup> page and each page thereafter reserved for the County Recorder. <input type="checkbox"/> 10 Point Times New Roman Normal Style Font or a larger font is required for all Essential Information contained in the document. <b>A Sample of the Standard 10 Point Times New Roman Font</b> <input type="checkbox"/> No highlighting on document including gray tones. <input type="checkbox"/> Black or blue ink only. No green, red etc signatures or stamps. <input type="checkbox"/> Definition of Essential Information includes legal descriptions, prepared by statement, establishment of rights, responsibilities, requirements, names and other pertinent information. <input type="checkbox"/> _____
<u>Signatures</u> <i>ORC 317.11, 317.112, 5301.01</i> <i>Chapter 5301. 1962 OAG 2849 &amp; 1942 OAG 5369</i>	<u>Legal Description</u> <i>ORC 317.18 &amp; 5301.46</i>
<input type="checkbox"/> Illegible. Type name below signatures. <input type="checkbox"/> Missing signature(s). <input type="checkbox"/> Original signatures required. No copies, stamps or facsimiles. <input type="checkbox"/> Incomplete Notary. <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> Missing or Appears to be incorrect. <input type="checkbox"/> Parcel Identification Number Missing. <input type="checkbox"/> No property address. <input type="checkbox"/> City, Village, Township, County or State Name Missing or Incorrect. <input type="checkbox"/> Need summation of acreage and/or lot size added. <input type="checkbox"/> Range, section and/or survey number missing. <input type="checkbox"/> Lot, sub lot or part thereof missing. <input type="checkbox"/> Not in Ross County according to legal description. <input type="checkbox"/> _____
<u>Marginal References</u> <i>Chapter 5301</i>	<u>Legibility &amp; Reproduction Quality</u> <i>ORC 317.11, 317.112 &amp; 317.114</i>
<input type="checkbox"/> Volume & Page and/or Instrument # missing. <input type="checkbox"/> Volume & Page and/or Instrument # appears to be incorrect. <input type="checkbox"/> Instrument was re-recorded & one reference number is missing. <input type="checkbox"/> Filing information available at <a href="http://www.uslandrecords.com">www.uslandrecords.com</a> <input type="checkbox"/> _____	<input type="checkbox"/> Print font or quality of characters unacceptable for reproduction. <input type="checkbox"/> Replace poor quality fax original. <input type="checkbox"/> Illegible due to notary stamp or other print superimposed over text <input type="checkbox"/> Paper color/orientation/stapled/taped/ pieced together. <input type="checkbox"/> Replace page(s) _____
<u>Indexing</u> <i>ORC 317.18</i>	<u>Miscellaneous</u> <i>ORC 317.111, ORC 317.22 &amp; ORC 317.34</i>
<input type="checkbox"/> Grantor's Name(s) missing or unclear <input type="checkbox"/> Grantee's Name(s) missing or unclear <input type="checkbox"/> Missing one of the parties on the original filing. We cannot provide names for you. Do you want to add the name(s) prior to recording? If not, return & we will record your document "as is". <input type="checkbox"/> Filing information available at <a href="http://www.uslandrecords.com">www.uslandrecords.com</a> <input type="checkbox"/> Please clarify Type of Instrument on Document <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> "This document prepared by" Statement missing. <input type="checkbox"/> See Auditor's notes, would not transfer or receive. <input type="checkbox"/> Maps, Plats of Subdivisions of lots and legal descriptions require approval of the Planning Commission, County Engineer or other Legislative Authority prior to recording. Please review their notes. <input type="checkbox"/> No Power of Attorney of Attorney authorization in our records <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____