



Clermont County Document Processing Guide

The Clermont County Tax Map Office does not provide assistance with the drafting or preparation of legal descriptions or documents. We strongly recommend consulting legal council or a qualified title company.

E-File

- Electronic filing offers the most efficient turnaround time for recording. Documents submitted via e-file are typically recorded on the same day (depending on submission time) and available to view online within 24 hours. You must sign up through one of our e-recording partners in order to submit electronically.
<https://recorder.clermontcountyohio.gov/e-filing/>

Mail-In

- Prepared document(s) to be recorded
- Check for Recording fees – (View fee schedule) made payable to Clermont County Treasurer. (If Auditor's fees are sent with your deeds, please submit a separate check also payable to the County Treasurer.)
- Cover Letter – Letter explaining exactly what you want done, including a contact name and phone number to reach you regarding questions our office may have.
- Self-Addressed Stamped Envelope Prior deed reference
- Incorrect fees will result in your document(s) being rejected and returned to you, unrecorded.

Walk-In

This process is intended for documents that will be walked through to Auditor/Recorder on the same day and cannot be dropped, mailed or e-filed

- Submission should include a transfer document with a legal description.
- The Tax Map Office will stamp the legal description with a Legal Approved transfer stamp and include the date and parcel number being transferred
- Submitter will then proceed to the Auditor's Office; then Recorder's Office, with documents for recording