

# TO AVOID AN EXTRA \$20.00 FEE THE STATE OF OHIO HAS STANDARDIZATION GUIDELINES YOU MUST FOLLOW.

PLEASE READ THE FOLLOWING RULES  
CAREFULLY TO MAKE SURE YOUR DOCUMENT  
COMPLIES WITH THESE RULES TO AVOID  
THESE ADDITIONAL FEES.

**New Document  
Standardization  
Guidelines Coming  
Soon to Ohio!**

In Ohio, House Bill 525 will go into effect on **July 1st, 2009**. This new law (ORC 317.114) creates standardization guidelines for documents that are recorded in this office.

#### THE GUIDELINES ARE AS FOLLOWS:

- Computer font size of at least 10 point;
- Minimum paper size – 8 1/2 x 11, Maximum paper size – 8 1/2 x 14;
- Black or Blue ink ONLY;
- No use of highlighting;
- Margins of 1 inch on each side of the page and on the bottom;
- 3 inch margin on the top of the first page, reserved for recorder, auditor & engineer;
- 1 1/2 margin on the top of each of the remaining pages.

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



**OHIO**  
RECORDER'S ASSOCIATION

#### This law does not apply to:

- 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.