

When filing any document that transfers ownership or interest in property you must do the following steps:

1. Start at Tax Map Dept. on the 3rd floor. They will approve of your legal description and stamp if correct.
2. Go to the Auditor's Office on the 5th floor. They transfer the property and will stamp the document. There may be a transfer fee on this floor.
3. Go to the Recorders Office on the 4th floor. This is your final step. We record your document to make it official. There will be a recording fee to be paid.

Please provide a self-addressed stamped envelope for us to return your document to you. The Recorder's Office does need to keep your document for up to 24 hours to ensure it is entered into our system properly for preservation for the future!!!