Transfer and Recordation of Documents

Effective June 30, 2026

Skip the Steps! Electronic Recording of conveyances is now available.

This reference sheet outlines the steps for conveyance transfer and recordation when Electronic Recording is not utilized. All requirements of the Ohio Revised Code (ORC), Ohio Administrative Code (OAC) and local Geauga County Conveyance Standards must be met. Please visit the County Auditor's website (https://auditor.geauga.oh.gov) and County Engineer's website (https://geaugacountyengineer.org) for the most current version of the Conveyance Standards. The County Engineer, County Auditor and County Recorder cannot notarize or give legal advice regarding any document for recordation.

1 Approval at the County Engineer

12665 Merritt Rd, Chardon, OH 44024

Phone: (440) 279-1800

Email: gcetransfer@geauga.oh.gov

Fee(s): None

All legal descriptions must be reviewed and approved by the County Engineer as evidenced by an original (wet) stamp prior to presentment to the County Auditor for transfer and County Recorder for recordation, except those legal descriptions that will be presented via the Electronic Recording process. The public may drop-off legal descriptions for review with the front desk during regular business hours (8 A.M. – 4:30 P.M.). Mail-in and emailed legal descriptions are also accepted. Please provide a self-addressed stamped envelope if you wish for legal description(s) to be returned to sender. Otherwise, reviewed and approved legal descriptions will be available for pick-up during regular business hours. Approved legal descriptions ***WILL NOT*** be emailed back to the sender due to the requirement for an original (wet) stamp. Please allow 2-3 business days for review and approval of all legal descriptions.

NOTE: New surveys are approved by a separate submittal process and returned by the Engineer to the surveyor only. Please contact the Engineer's Office at TaxMap@geauga.oh.gov.

REQUIREMENTS

- ☐ Legible copy of prior instrument of record
- ☐ Volume and Page reference to said prior instrument
- ☐ 8-digit permanent parcel number(s)

2 Transfer at the County Auditor

231 Main St, Suite 1-A, Chardon, OH 44024

Phone: (440) 279-1600

Email: auditor@geauga.oh.gov

Fee(s): $0.50 per parcel; $4.00 per $1,000 transfer value

The County Auditor transfers property and updates tax records. Original documents that are signed and notarized are required.

NOTE: Mail must include a self-addressed stamped envelope.

Please make conveyance fee and transfer fee checks payable to: Geauga County Auditor

REQUIREMENTS

- ☐ Engineer stamp on legal descriptions and new survey map, if applicable.
- ☐ Paper copy of prior deed
- ☐ Completed DTE 100 or DTE 100EX conveyance form
- ☐ Other documents (if required)

3 Record at the County Recorder

231 Main St, Suite 1-C, Chardon, OH 44024

Phone: (440) 279-2020

Email: recorder@co.geauga.oh.us

Fee(s): $34.00 for first 2 pages; $8.00 for each additional page; $4.00 per marginal reference, if applicable. Additional $20.00 per document for non-standard documents (ORC 317.114).

The Recorder records permanent record of the transfer. Original documents and original (wet) stamps are required. The recorded document will be returned to you by mail after recording. A self-addressed, stamped envelope or postage is required.

Please make checks payable to: Geauga County Recorder

REQUIREMENTS

- ☐ Legible signatures*
- ☐ Original (wet) stamps from County Engineer (legal description review and approval) and County Auditor (transfer approved)
- ☐ Notary acknowledgments for grantor(s)
- ☐ Name of person who prepared the document*
- ☐ Legible type through the document

**Ohio requirements for signed documents. Please print or type names beneath illegible signatures.*

DONE

Please see reverse for map of office locations.