



Highland County Administration Bldg.

Highland County Recorder's Office

Chad E. McConnaughey, Recorder

PO Box 804

Hillsboro, Ohio 45133

Phone: (937) 393-9954

recorder@co.highland.oh.us

Conveyance Documents

Procedure for the recording of conveyance documents brought in for recording:
Submitter brings the packet into the Recorder's Office to begin the process.

Verification/Drop-Off Procedure:

1. **Recorders Office:** will verify documents are recordable and will check for required fees and general requirements. (Fee Chart is available on the website.
2. **Auditors Office:** You may need to check with the Auditor's Office to make sure that you have the proper forms and fees before you leave the document.
3. **Submitter:** will return the packet to the Recorders Office with the required fees and contact information.

(Note: this verification stage is just a quick visual observation and not an in-depth check of the documents. This will take place in the Recording Stage.)

****Payment must be in Check or Cash Form. Credit Cards are not accepted at this time****

Recording Stage/Procedure:

1. **Recorders Office:** Documents will be delivered to the Tax Map office to begin the recording process.
2. **Tax Map Office:** will perform their process to check each document according to County rules and regulations and place stamps upon approval or issue a rejection for items that need revised or corrected.
3. **Auditors Office:** will perform their process to check each document according to County and State rules and regulations and place stamps upon approval or issue a rejection for items that need revised or corrected.
4. **Recorders Office:** will perform their process and record all documents in the packet and finalize the recordings. They will contact the submitter to let them know it is complete and ready for pickup or return the documents in a provided envelope by the submitter.