



Document Bulletin for Adams, OH

Adams, OH has expanded their document type list for recording documents through CSC.

Available documents and required fields are listed in the attached table.

If this county has not been added to your drop down list and/or you would like to e-Record in this county, please contact your CSC representative.

General Requirements for all documents:

- 3" top margin required at top of first page. 1.5" top margin required on all subsequent pages
- All other margins should be 1"
- Letter and Legal sized documents accepted
- Minimum 10 pt font required
- 300 DPI accepted for documents.
- Recorder business hours are 8:00 AM to 3:00 PM
- Verifying Conveyance Documents

Document Type	Required Indexing and Attachment
Deed*	*Might need supporting documentation for these document types. *Need Consideration Amount Plus need all indexing listed below for all other document types
Easement*	
Land Contract*	
Trust Agreement*	
Affidavit	Additional References
Agreement	
Amendment	
Assignment	
Assignment Of Rents	
Certificate Of Trust	
Change Of Name Certificate	
Lease	
Mechanics Lien	
Memorandum Of Trust	
Merger	
Military Power Of Attorney	
Modification	
Mortgage	
Notice	
Option	
Partial Release	
Partial Release Of Easement	
Partnership	
Power Of Attorney	
Release	
Revocation	
Subordination Agreement	
Waiver	