



## Document Bulletin for ATHENS, OH

Athens, OH is now electronically 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 on first page, 1 inch on sides and bottom; subsequent pages - 1” on all sides
- Letter and Legal sized documents accepted
- 300 DPI accepted for documents.
- Recording hours are M-F, 9:00 AM to 4:00 PM

Document Type	Required Indexing and Attachment
AMEND MTG	No Indexing Requirements No Transfer Documents At this time
ASGN MTG	
ASMP MTG	
FED TX LIEN	
MASTER MORT	
MOD AGREE	
MORT NO FEE	
MORTGAGE	
PT REL ASGN	
PT REL F TAX	
PT REL MTG	
R FED TX LN	
R TAX LIEN	
RE-REC ASGN	
RE-REC MTG	
RE-REC REL	
REL ASN RNT	
REL MOD AGR	
REL MTG	
REL NO FEE	
RENT ASSIGN	
SUB MORTGAG	
TAX LIEN	