How to search for a document in the recorder’s office

TO START YOUR SEARCH

Go to the Auditor’s web site hamiltoncounty auditor.org and obtain the property transfer information current owner, sales date, and legal description. Make sure to note the Subdivision lot, Section, Township and Range or Unit number and the amount paid as it may be used to help identify your parcel.

NEXT

Go to the Recorder’s web site recordersoffice.hamilton-co.org, at the upper right hand side is a red button CLICK HERE TO SEARCH FOR DOCUMENTS.

On the upper section of the public document search screen choose between unregistered land, registered land, or other searches, click on Individual Names or Corporations. Enter the last name and first name of your party. Make sure the bullet is checked either CONVEYEE (buyer/grantee) or CONVEYOR (seller/grantor), click GO.

NEXT

If the Select Party List appears, click on the box in the Select column to choose the Party Name you want, click GO.

If the Select Document list appears, click on the box in the Select column that best fits the document, person, and timeline of the transaction you want, click GO.

The Document Detail page appears showing the book and page information used by the recorder’s office to retrieve or print a document. Document images are also available online, copies free of charge.

Please note many documents prior to 5-31-1988 are still on film.

If you do not find your data, change your document search to Registered Land, and repeat the above steps.

Self serve copies are 25 cents per page, employee produced copies are $2.00 per page pursuant to state law!

This brief guide is made available to provide self serve access to records in the Recorder’s Office. It is not intended in any way to be a replacement for a professional title attorney or title company. Records recorded within the office are considered public records and are not to be interpreted or researched by the Recorder’s staff.

We are prohibited by State Law to give legal advice, consult an attorney.

Office Hours are Monday thru Friday 7:30am to 4:30pm in Room 205, 138 East Court Street, Cincinnati, Ohio 45202.