



## Document Bulletin for Seneca County, OH

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Seneca County, 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 on the first page and 1 ½ “ at the top of subsequent pages. 1” side and bottom margin on all pages Letter and Legal sized documents accepted.
- 300 DPI accepted for documents
- Recording Hours: M-F, 7:30 AM to 2:30 PM

Document Type	Required Indexing and Attachment
Addendum	<b>All Doc Types:</b> Grantor/Grantee  <b>Additional Indexing:</b> +Loan Amount *Consideration, Transfer Tax Attachment
AmendmentOfLease	
AmendmentOfPartnership	
AmendmentToMortgage	
ArticlesOfDissolution	
AssignmentOfLeases	
AssignmentOfMortgage	
AssignmentOfRents	
AssumptionOfMortgage	
ContOfEmploymentLienJobFamily	
Contract	
ConveyanceAddendumToLandContract	
*ConveyanceAffidavitDeed	
ConveyanceAffidavitOfTrust	
*ConveyanceAgreementDeed	
*ConveyanceAmendmentDeed	
ConveyanceAmendmentToLandContract	
ConveyanceAssignmentOfLandContract	
ConveyanceCertificate	
ConveyanceCertificateOfTransfer	
*ConveyanceCorporateDeed	
ConveyanceCourtOrder	
*ConveyanceDeed	
ConveyanceDisclaimer	
Conveyance Easement	
*ConveyanceFiduciaryDeed	
*ConveyanceJudgmentDeed	
*ConveyanceLandContract	
ConveyanceMemorandumOfTrust	
ConveyanceMerger	
ConveyanceMiscellaneousDocument	
ConveyanceNameChange	
*ConveyanceQuitClaimDeed	
ConveyanceResolution	
ConveyanceRestrictions	
*ConveyanceRightOfFirstRefusal	

<p>*ConveyanceRightOfWayDeedAgreement *ConveyanceSheriffDeed *ConveyanceSurvivorshipDeed *ConveyanceTransferAtDeathConfirmation ConveyanceTrust *ConveyanceTrustDeed *ConveyanceWarrantyDeed DurablePowerOfAttorney EmploymentLienJobFamily FederalTaxLien Lease MechanicsLien MemorandumOfLease +Mortgage +MortgageIndenture MortgageModification +MortgageOrderOfCourt NoticeOfCommencement NoticeOfEncumbrance Option Partnership PowerOfAttorney Reinstatement ReleaseOfEmploymentLienJobFamily ReleaseOfFederalTaxLien ReleaseOfLandContract ReleaseofLease ReleaseOfMechanicsLien Release of Mortgage RevocationOfPowerOfAttorney SubordinationOfMortgage SupplementalIndenture Waiver WaiverOfMechanicsLien WorkersCompLien WorkersCompLienRelease WorkersCompLienRenewal</p>	
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