OFFICE OF SCOTT CROWLEY - Hamilton County Recorder

How to search for a document in the Recorder's Office

TO START YOUR SEARCH

Go to the Auditor's web site at **hamiltoncountyauditor.org**, click on the **Property Search** icon, upper left. You can search by owner, street address or parcel ID. Obtain the property transfer information ***(current owner***, ***sales date***, and ***legal description).*** Click on **Transfer** to view the names and sales dates of previous owners. Note: Transfers marked with January 1st are filler dates – no transfers occur on January 1st. Click on **See Ownership Card** to view the names and proper dates for older transfers.

NEXT

Go to the Recorder's web site at **recordersoffice.hamilton-co.org.** Click **Search for Documents** - ***CLICK HERE TO SEARCH FOR DOCUMENTS.***

The search page has various options to search for documents – name, recording date, document type, etc. A name search will be sufficient for most documents dating back to 1988. If the document is from before mid-1988, skip to the next paragraph. Click **Name** and select whether it's an individual or a corporation. Type in the name you are looking for and click search. A window will pop up with all matching names. You can select all of them or only certain ones and then click **Done**. A list of results will be displayed below. You can click on each result, which will open a page with the pertinent information on the left and the document itself on the right.

For documents dating to before mid-1988, start by going to the Deed Indexes – Grantor and Grantee found under the **Historic Search** tab on our homepage. The indexes are arranged two ways – grantor to grantee (seller to buyer) and grantee to grantor (buyer to seller). Navigate to the correct year and then select the correct letter for the name for which you are searching. For example, if Mary Jones sold a home to Robert Smith on February 1st, 1981, scroll to the 1981 indexes and select "J" in the grantor/grantee index or "S" in the grantee-grantor index. The indexes have a chronological listing of documents. Locate the correct name and then locate the **Book and Page** on the right side. Locate the **Book and Page** search function on public document inquiry page. Type in the numbers from the index and click search. Click on the result and you will see a document on the right side of the page. You may have to advance the page counter forward or backward (the right and left facing arrows on either side of the book and page number) to find the exact document – many documents were skewed by a page or two when they were digitized.

Results can be narrowed down by clicking on the three vertical dots (menu) found at the top of each column of the search results. Select "Filter" and enter additional search criteria to further narrow the results. For example, if your desired search is to locate easements from Duke Energy in a specific subdivision, select the three vertical dots in the "Other Party" column, select the "Filter" option, change the drop-down to "Contains", type "Duke" in the text box, and then click "Filter". Only results containing "Duke" in the party name will be displayed. Select "Clear" to eliminate the filter. Additionally, you can control column sorting and which columns appear from that same menu.

In the office, self-serve copies are 10 cents per page, employee produced copies are $2.00 per page pursuant to state law. Most copies can be found online and copied for free.

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 4:00pm in Room 205, 138 East Court Street, Cincinnati, Ohio 45202. If you have any additional questions please call (513) 946-4571.