



Recording Deeds in Franklin County

FORM: Deeds are filed with a new form (they are not like auto title). If you need a template form, you can find those through the County Law Library [HERE](#)

- Find them in the Legal Forms section under Real Estate forms



LEGAL DESCRIPTION: You will need a legal description of your property to prepare the form

- You can search our [WEBSITE](#) for the last deed that was filed, describing the property
- Make sure to follow [Document Standards](#)



NOTARY: All transfers need to be signed in front of a notary



AUDITOR: When ready, all property transfers/deed changes need to be filed with the [Auditor](#)

- The Auditor has [fees](#) to transfer the property



RECORD YOUR DEED: Once filed with the Auditor and the transfer is complete, then the new deed is filed with the Recorder. If you include a separate payment for the Recorder, the Auditor will automatically forward the deed to our office for Recording. You can use our fee calculator to determine your [Recording Fees](#).

- Remember to include a self-addressed stamped envelope so that we can return the original to you.

WHEN A MORTGAGE IS PAID: When your mortgage is paid off, a new deed is not issued. Your mortgage company will file a release of mortgage as a new document.

*All steps must be followed to successfully process your deed. If you need more assistance in this process a local Title Company or Real Estate Attorney can help but may charge a fee.