How to set up Property Alerts

1. Visit our website at Recorder.FranklinCountyOhio.Gov and click **Search Records** at the top of the page.

2. Click the **Sign In** button along the top right of the page. Sign in with your account or register a new account. An account will be required to proceed and is completely free.
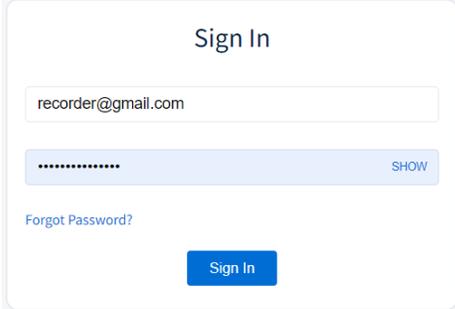
Sign In

recorder@gmail.com

•••••••••••••• SHOW

Forgot Password?

Sign In

Don't have an account? Register

3. Once signed into your account click the button at the top of the page.

4. There are two ways to set up a Property Alert:

 Set up a property alert by entering a name or multiple names. Optionally include alternate spelling variations.

 Search for a document and set up a property alert based on that document's information.

5. If you click the **Enter a Name** button you will be able to enter individual names or business names. Enter personal names using **LAST NAME, FIRST NAME**. Enter business names normally. Enter alternate spellings of both last name and first name combinations in order to cast a wider net for potentially fraudulent documents. An example would be entering both O'CONNOR, DANIEL as well as O'CONNOR, DANNY.
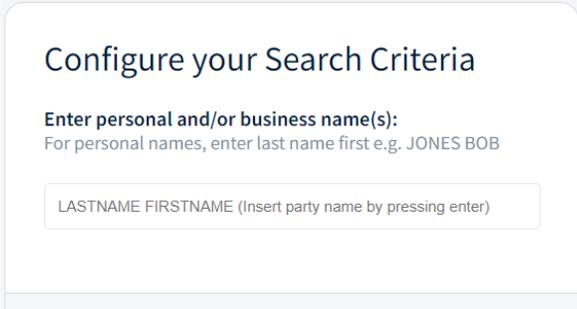
Configure your Search Criteria

Enter personal and/or business name(s):
For personal names, enter last name first e.g. JONES BOB

LASTNAME FIRSTNAME (Insert party name by pressing enter)

Create Property Alert

6. To use the alternate method, click the **Search for a Document** button or click the **Return To Public Search** link at the top left of the page.

7. Search for a document using the search box. Click the document entry in the search results and confirm it is the desired document.

8. Once you have the desired document pulled up, click the **Property Alert** button above the image viewer.
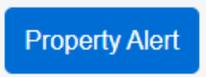
9. The **Create a Property Alert** window will pull up which will allow you to check the boxes for however many of the names on the document that you would like to create an alert for.

10. After you have checked the box(es) you would like, click the **Create Property Alert** button

Create a Property Alert

Receive email alerts any time your personal name, business name, or property address is used in a Real Property filing within the county.

Choose one or more of the following as your alert criteria:

Parties
☐ PARK NATIONAL BANK
☐ SMITH CHARLES TR
☐ SMITH GRISELDA TR
☐ SMITH FAMILY REVOCABLE LIVING TRUST

MORTGAGE: #202003160037886   [Cancel] [Create Property Alert]

11. Using either method will end with a confirmation box to let you know that your Property Alert has been successfully configured. You will also receive a confirmation email.

Your Alert has been Configured

We'll send you an email if an alert is triggered based on the name(s) you specified as your search criteria.

View Property Alert Dashboard

[Close]