

Effective July 29, 2019

Clermont County Tax Map Department will be relocating to:

Clermont County Engineer's Office

2381 Clermont Center Drive

Batavia, Ohio 45103

(513) 732-7370

- Deeds that are walked in will have the options below to obtain Tax Map approval:
 - o Wait a short period of time for the documents to be sent to and approved by Tax Map and the Auditor electronically.
 - o Have your legal documents approved at the Tax Map Office before starting the transfer process.
- Submit Legal Descriptions for pre-approval prior to submitting for transfer/recording to legalapprovals@clermontcountyohio.gov
- Mail in documents will be processed internally between the Map Office, Auditor's Office and the Recorder's Office through an electronic work flow system.
- Another option is to sign up with one of the four approved e-file companies and submit your documents electronically. This process has been used in the Recorder's Office since 2010 and accounts for about 65% of all documents recorded in the Clermont County Recorder's Office. This process is efficient, cost effective, and has the recorded document back to the submitter on the same day.

Approved E-File Vendors:

- o Simplifile
 - o Indecomm
 - o CSC
 - o EPN
- **Plats / Splits will start at the Tax Map Office at the new location on Clermont Center Drive.**