



Tod Latell, *Trumbull County Recorder*

160 High Street NW • Warren, Ohio 44481 • (330) 675-2401 • Fax (330) 675-2404

ATTENTION:

Due to the rise in COVID 19 Cases, the Trumbull County Recorder's Office will be OPEN TO EMPLOYEES ONLY beginning November 19th, 2020.

Employees will be working normal hours of 8:30am to 4:30PM.

We will revert back to the same guidelines we had in place in March of this year.

UNTIL FURTHER NOTICE, please continue to do business with our office in the following 3 ways:

- 1. E-RECORDING DOCUMENTS**
- 2. MAIL IN DOCUMENTS**
- 3. DROP BOX IN LOBBY OF OUR OFFICE BUILDING**

E- RECORDING DOCUMENTS- You can find information about our 4 e-Recording vendors we partner with under the e-Recording tab on this page. Each vendor will be able to assist you in setting up your business to file documents with us, and also let you know what type of documents we accept thru e-Recording which is most, including most transfer documents. CURRENTLY, E-RECORDING IS FOR BUSINESSES ONLY.

MAIL IN DOCUMENTS: If you choose to mail documents into our office via US Postal Service, or any other special delivery methods, our address is:

**Trumbull County Recorders Office
160 High Street
Warren, OH 44481**

*****Please Include a Self-Addressed Stamped Envelope and contact info (name, phone#, etc.... for the person responsible for the recording) with your documents so we can send them back to you once recorded, or contact you if we have any questions about them*****

DROP BOX IN FRONT OF OUR OFFICE BUILDING- We will continue to have a drop/lock box set up in the front entrance of our office building at the address above for anyone who chooses to drop off documents at our office in person. Again, if dropping off, Please Include a Self-Addressed Stamped Envelope and contact info (name, phone#, etc.... for the person responsible for the recording) with your documents so we can send them back to you once recorded, or contact you if we have any questions about them. ALL TRANSFER DOCS MUST BE IN A SEALED ENVELOPE.

****THERE WILL BE SEVERAL DROP BOXES IN THE FRONT FOR DIFFERENT DEPARTMENTS IN OUR BUILDING. IF DROPPING OFF **ANY TRANSFER DOCUMENTS**, PLEASE DROP OFF IN THE BOX MARKED **"TAX MAP"**.

FOR ALL **TRANSFER DOCUMENTS**, PLEASE INCLUDE SEPARATE CHECKS FOR THE AUDITORS OFFICE AND RECODERS OFFICE.

IF DROPPING OFF **MORTGAGE RELATED DOCUMENTS ONLY**, PLEASE DROP OFF IN THE BOX MARKED **"RECORDERS"**. **Make Checks payable to "Trumbull County Recorder"** ONCE THE DOCUMENTS ARE RECORDED, THEY WILL BE MAILED BACK TO YOU IN THE ENVELOPE YOU PROVIDE. ****

ESCROW ACCOUNTS- If you are a company or individual who has an escrow account set up with our office, and you would like to use those funds to pay for recordings instead of sending a check, please include a note with your documents to pull funds from your escrow account to cover the recording fees.

SEARCHING RECORDS- For anyone searching documents or needing to look up information on our records, you can do so under our "Records Search" tab, as nearly all of our documents are available for you to print & view. This option is available to you 24 hrs./day, 7 days/week.

SPECIAL DELIVERY MAIL- Any specialty mail may not be delivered to the recorder's office UNLESS it is addressed to "TRUMBULL COUNTY RECORDER". Recorder staff will not sign for/accept specialty mail unless it is addressed to the Recorders office.

IN OFFICE MAILBOXES- We will not be putting mail in any in-house mailboxes while we are closed to the public.

As updates and any changes happen pertaining to this office, we will post them on this site to the best of our abilities.

If you have any questions, you can reach **our office at 330.675.2401, Monday-Friday from 8:30AM to 4:15PM**

Respectfully,

Trumbull County Recorder Tod Latell & Staff