



Tod Latell, *Trumbull County Recorder*

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

ATTENTION:

Beginning April 5th, 2021, the Trumbull County Recorder's Office will be back open to the public. We will resume normal hours of Monday through Friday 8:30 AM to 4:30 PM, with the following guidelines in place:

If you are recording a document for that day, we must receive them by 4PM, or they may be processed for the next business day.

Unless you must stop into our office, we still recommend doing business with our office in the following 3 ways:

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.

IF YOU ARE DOING BUSINESS IN PERSON:

THE BUILDING WILL NOW BE OPEN TO THE PUBLIC AT 8:30 AM. YOU WILL NOT BE ABLE TO ENTER PRIOR TO THAT TIME

SOCIAL DISTANCING – when you come to the building and in our office, you will notice social distancing guides on the ground to maintain at least 6 feet of distance between people. All public access computers have been spaced out to at least 6 feet, and if we have more people needing to use those computers than we have available, you may have to wait outside the office until one becomes available.

SECURITY- You will have to go through security when you enter, and bags and other personal items will be scanned through a conveyor belt

SANITIZER/GLOVES FOR PUBLIC SEARCHING - If you are going to use our public access computers and or physical books to search, you must sanitize your hands before you do. Our office has a limited supply of Sanitizer/gloves for you to use when you enter the office.

FACE MASKS/COVERINGS- We recommend facemasks be worn during face to face interactions with our staff.

SPECIAL DELIVERY MAIL- Any specialty mail may now be delivered to the recorder's office. We recommend a representative be here to accept the mail. Recorder staff will not sign for/accept specialty mail unless it is addressed to the Recorders office

IN OFFICE MAILBOXES- As of Monday June 15th, we will be putting documents/receipts in your mail box unless you include an envelope to mail back to you.

As we open back up and make adjustments along the way, we appreciate your understanding and support as we all get through this. 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

