

## **Can I Prepare My Own Deed?**

A deed is usually prepared by an attorney or a title company. If you would like to prepare it yourself, please consider the following:

-Deed forms can be found online or at office supply stores.

There are different types available, we cannot tell you by law what type you need.

-Information on the current deed will assist you in filling out the new one. If you need a copy of this you are welcome to search our office records or on our website. Printing from the website is free of charge.

-The Recorder's office is not permitted to help fill out deeds and other documents.

-Please have your new deed filled out and notarized before arriving at the Administration Building for filing. No office in this building provides notary services or legal assistance.

-Once your deed is ready for filing, proceed to the following departments:

1. Tax Map on 3<sup>rd</sup> floor
2. Auditor on 2<sup>nd</sup> floor
3. Recorder on 1<sup>st</sup> floor

**\*please make certain your deed goes to all three departments; It will not be considered recorded otherwise.**

**Trumbull County Recorder's Office**

**Dawn Zinni, Recorder**