



Judy Dodge
Montgomery County Recorder

451 West Third Street • P.O. Box 972 • Dayton, Oh 45422
Telephone: (937) 225-4275 • Fax: (937) 225-5980

MEMORANDUM

TO: Title Companies, Abstractors, Recorder's Staff and General Public
FROM: Judy Dodge
DATE: March 17, 2005
SUBJECT: Pre-Paid Postage Requirement

Due to the increasing budget constraints being placed on the Montgomery County Recorder's Office, the service of returning recorded document postage paid will no longer be available.

Effective May 1, 2005, customers must include a self-addressed stamped envelope with their documents mailed for recording. Customers filing documents at the counter who want their documents returned via mail will be assessed the appropriate postage fee at the time of recording.

Should you have any questions, please do not hesitate to contact my office at (937) 225-4275.

Your attention and cooperation is sincerely appreciated.