



**BRANDON C. McCLAIN**

Montgomery County Recorder

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## MEMORANDUM

TO: Title Companies, Abstractors, Recorder's Staff and General Public  
FROM: Brandon C. McClain  
DATE: April 2, 2018  
SUBJECT: Pre-Paid Postage Requirement

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

**Effective April 25, 2012, 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 question, please do not hesitate to contact the office at (937)225-4275.

Your attention and cooperation is sincerely appreciated.