

# Tax Map Office Review Procedure

## Document Submission Guidelines:

- All documents are subjected to a 24-hour review period. (excluding holidays and weekends)
- All documents must be accompanied by a Map Office Submittal Slip, which can be found in the DOCUMENT LIBRARY on the county website at <https://www.co.holmes.oh.us/tax-map-overview>
- All documents shall be submitted as intended to be recorded.
- All documents shall be submitted as clean – unrecorded documents. We do not allow previously recorded descriptions attached to any new documents.
- New Surveys must accompany a document. Surveys are not put on record without a document.
- Documents for Preliminary Review should be unsigned with no seal. Any corrections that may be needed are much easier to address.

## Accepted Methods of Document Submission

**Email:** [taxmap@co.holmes.oh.us](mailto:taxmap@co.holmes.oh.us)

**(This is the Recommended Method of document submission)**

- All documents must be in a PDF format.
- Upon approval, documents will be digitally stamped and this becomes the new original. Documents must be printed with approval stamps on them for signing and to continue the transfer and recording process.
- If corrections are needed, they will be marked on a copy and emailed back for revisions to be made.

**Efile:** (contact the Holmes County Recorder's Office for more details and fees that apply. 330-674-5916)

This is an e-recording service that allows completion of the transfer and recording process.

**Documents that include death certificates are not accepted.**

- ePN: <https://www.goepn.com/> 888-325-3365
  - Simplifile: <https://simplifile.com/> 800-460-5657
  - Indecomm Global Services <http://inteledocdirect.net/> 877-272-5250
  - CSC: <https://www.erecording.com/> 866-652-0111
- All documents must be signed and sealed, as well as submitted to office specifications.
  - **It is recommended that you submit documents for review through email prior to e-filing for transfer and recording.**

## In Office:

- All documents must accompany a Map Office Submittal slip upon submission.
- Notifications will be sent to the submitter when the document review is complete and is available for pickup.

## Mail In:

- Map Office submittal slips should be attached to each document submitted
- Include instructions for the method of returning the documents (Hold for Pick-up, Return by mail, Send to other Office)
- Self-addressed, and postage paid envelopes must be provided for each office you wish the document to be sent to, as well as a return envelope back to the submitter.
- Please make sure the envelopes provided are of adequate size for all documents to fit inside.

Holmes County Tax Map Office  
Monday -Friday 8:30 – 4:30

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Phone: (330) 674-6631

Millersburg, Oh 44654  
Email: [taxmap@co.holmes.oh.us](mailto:taxmap@co.holmes.oh.us)