

FAQs About the FAN System

How do I enroll in the FAN System?

You can enroll online anytime at mcrecorder.org or in person at the Montgomery County Recorder's Office on the 5th floor of the County Administration Building between 8am and 5pm. Paper forms can also be downloaded from the website. If you do not have access to a computer and would like a paper form sent to you, call the office at 937-225-4275.

How does it work?

Once you have been successfully enrolled in the system, you will begin getting notified every time a document is recorded in the Montgomery County Recorder's Office.

How will I be notified?

During the enrollment process (online or on paper), you will elect whether you want to be notified by mail, email, or both.

Can I get notified by text?

No. Email or mail are the only options available at this time.

How much does it cost?

This is a FREE service offered to Montgomery County property owners.

What if I receive notification about a transaction?

Not all notifications mean fraud. You will be notified every time a document is recorded in our office whether you are aware of the transaction or not. (i.e., you may pay off your mortgage and the lender files a release/satisfaction of mortgage.) When you are notified of the transaction, you will be given an instrument number of the document recorded. You can look up the number on our Records Online Search at mcrecorder.org or you can call our office to have the document looked up for you.

What if I receive notification about a transaction that I believe is FRAUD?

Contact the Recorder's Office immediately to file a complaint. All complaints are heard by the Recorder personally before being referred to the Prosecutor's Office for investigation. An "Affidavit of Facts Relating to Title" form must be recorded disclosing the facts of the complaint.

What if I do not want to receive notifications anymore?

Maybe you have sold the property or no longer want to be notified. The only way to stop receiving notifications is to "OPT OUT" of the program. You can do so by visiting <https://go.mcoho.org/applications/recorder/fraud/findRegistered.cfm>. The security phrase that was created at the time of enrollment is needed to opt out or make any changes to your notifications. If you are having problems opting out of the program, call the office at 937-225-4278 for assistance.

Lori Kennedy, Montgomery County Recorder

451 W. Third Street ♦ Dayton, Ohio 45422 ♦ 937-225-4275 ♦ 937-225-5980 (Fax) ♦ mcrecorder.org