



Administrative Recording Requirements

State of Indiana

Marital State: No

Trust State: No

Mortgage State: No

Recording Structure: 92 counties / Recorder

Required Documents: **Sales Disclosure Form**

<http://www.in.gov/icpr/webfile/formsdiv/46021.pdf>

Sales Disclosure Instructions

<http://www.in.gov/dlgf/8294.htm>

Required Statement: "This instrument prepared by" (name)

The following affirmation statement:

"I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law."

This affirmation statement must be included at the end of document.

This statement must be signed and include a printed name.

Formatting of Documents:

Format specified by statute

Minimum 20 lb, white paper

8 1/2 x 14 or smaller

First page: 2" top and bottom margins, all other margins 1/2"

All other pages: 1/2" margins on all sides

Typed or computer generated (no continuous form papers)

Minimum 10 point font size

Black ink required, except signatures

All documents must be legible for photo reproduction

Include a title with nature of document

Legal Description: Must include section, township, range or subdivision and lot

Include mortgagor names, books & pages

Other Requirements: Must contain Grantee address and tax billing address

Notary certificate require county, stamp or seal as

Type, print or stamp name under each signature

Non originals must have "copy" stamped on first page

Some counties require a self-addresses stamped envelope

All signatures require printed name underneath

Parcel number required on all documents

All names must match exactly throughout documents

Subsequent filings should include reference date, book & pages

Re-records require reason listed at top of document

Manufactured Home Requirements:

- 1) Mortgage
- 2) Manufactured Home Affidavit of Affixation
- 3) Real Property and Manufactured Home Limited Power of Attorney

Blanket Assignments: Some counties will accept for an additional fee

Blanket Releases: Some counties will accept for an additional fee

Completion Time: 2 days - 2 weeks

Indiana County Specifics

Allen County Documents that contain blue ink are charged a \$ 1.00 non-standard fee

Dearborn County Will on record subordinations and assignments concurrently
15 digit parcel number must be included on the Sales Disclosure Form obtainable online or
Hendricks County by calling 317-745-9206

Madison County Key Number must be included on the Sales Disclosure Form. This can be found on the tax
notice, or by calling 765-641-9408

St. Joseph County Purchases require inspections 3 days prior to closing. Health Department requires
additional property transfer paperwork see the attached link for instructions and forms.

http://www.stjosephcountyindiana.com/departments/sjchd/online_permits.htm

Vanderburg County Documents being recorded simultaneously must be numbered in the top left hand corner
of the documents specifying correct order.