



## 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

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.

Recording Requirements are subject to change at any time without notice. as of 3/10/2010

#### 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  
by calling 317-745-9206

**Hendricks 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

**Madison County**

**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](http://www.stjosephcountyindiana.com/departments/sjchd/online_permits.htm)

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

**Vanderburg County**

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