



# INDIANA RECORDING MANUAL AND DESKTOP REFERENCE



Indiana Recorders Association – January 2021

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This document is subject to revision.

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# Indiana Recording Manual and Desktop Reference

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## General Recording Requirements

Deeds ([IC 32-21-3-3](#); [IC 32-21-2-11](#))

Conveyance ([IC 32-21-4-1](#))

Acknowledgements & Notarization ([IC 32-21-2-3](#))

Page Size (IC [36-2-7-10](#)(c)(3) and (5))

Index / Legal Description ([IC 36-2-11-12](#))

Auditor's Transfer Stamp ([IC 36-2-11-14](#))

Prepared by statement ([IC 36-2-11-15](#))

Names printed/typed below signatures ([IC 36-2-11-16](#)(c))

Social Security Redaction Statement ([IC 36-2-11-15](#)(d))

## Recording Notes

1. All documents are required to be acknowledged or notarized with only a few exceptions. Please see the individual document types for which documents do not have this requirement.
2. Documents acknowledged or notarized out of state, do not require a person's name in the Prepared by statement. Not all States have a State Seal for the Notary Seal.
3. Documents acknowledged or notarized out of state, do not require the Social Security redaction statement. Even though they do not require the statement, they still cannot be presented for recording if they contain a Social Security number unless the number is required to be on the document by federal law (i.e. Federal Tax Lien documents, Soldier Discharge documents, Death Certificates).
4. Certain documents are recorded with no fee. Please see the individual document types for which documents are recorded at no charge.
5. If a document involves real estate, a legal description may be required. If a document involved personal property, a list of that personal property and its location may be required.
6. Generally, if a document involves the conveyance real estate or a change in the name of the owner in any way, it must go to the Auditor's Office to be transferred and acknowledged.
7. Documents are returned to the entity who presented the documents for recording after they have been through the archival process. ([IC 36-2-11-7](#))
8. State Tax Liens are handled by the Clerk of the Circuit Court.
9. The County Recorder's Office does not conduct searches of documents recorded in the office, with the exception of UCC filings. This position has been upheld by two Official Opinions by the Indiana Attorney General. (See Attorney General Opinions)

10. “The county recorder may also include a cross-reference or multiple cross-references identified in a document for recording under this section. For cross-references not otherwise required by statute or county ordinance, the person submitting the document for recording shall clearly identify on the front page of the instrument the specific cross-reference or cross-references to be included with the recorded documents.” ([IC 36-2-7-10](#))

## Reasons for Rejection of Documents

1. Names not appearing the same throughout the document. ([IC 36-2-11-16](#))
2. Names not typed or printed identically to the signatures that they are associated with. ([IC 36-2-11-16](#))
3. Name of person preparing the document is missing. (Documents acknowledged or notarized out of state are an exception.) ([IC 36-2-11-15](#))
4. An address for all of the grantees is missing. ([IC 32-21-2-3](#))
5. Incorrect recording fees. (See I.C. 36-2-11-6 on the handling of overages.) ([IC 36-2-7-10](#))
6. Name of company and/or title of officer missing at point of signature.
7. Cross reference, either volume and page or document/instrument number, to original document missing, or obviously in error.
8. Signature or printed name missing. ([IC 36-2-11-16](#))
9. Legal description missing or obviously incomplete or in error.
10. Reference number of a recorded Power of Attorney not on the document if it is being signed by a Power of Attorney or Attorney in Fact. Document must include the cross-referenced POA instrument number on the first page, OR the POA must be recorded along with (prior to) recording of a document signed by attorney-in-fact. ([IC 30-5-3-3](#))
11. Acknowledgement or Notary information is missing or incomplete. ([IC 36-2-11-16](#), [IC 33-42-2-9](#))
12. Real estate legal description is not in the county where it is being recorded.
13. Auditor’s transfer stamp missing. ([IC 36-2-11-14](#))
14. Sales disclosure stamp missing (County’s discretion -- some Counties don’t use Disclosure stamp)
15. Court documents must have the Judge’s signature and be file stamped by the Clerk of the Courts.
16. Affirmation statement missing, or not signed by individual. ([IC 36-2-11-15](#))
17. No Document date, or document not dated by Grantor (mortgage). ([IC 32-29-1-5](#))
18. Document is not totally legible ([IC 36-2-11-16](#))

## Notary Seal Requirements: Information for County Recorders

Effective July 1, 2018 notaries public commissioned or recommissioned after July 1, 2018 must update their seal to include the following:

1. The words “Notary Public”
2. The words “State of Indiana”
3. The word “seal”
4. The name of the notary public exactly as it appears on the NP’s commission certificate.
5. The words “Commission number” followed by the commission number of the Notary Public.
6. The words “my commission expires” followed by the expiration date of the NP’s commission.

If the notary was commissioned before July 1, 2018 then he or she is not subject the new seal requirements until he or she re-applies for a commission.

Any Notary stamp with expiration date of 7/2026 or later is required to have a stamp which includes the six elements listed above.

## Documents to be Provided or Recorded with No Fee

### [\(IC 36-2-7-10\(h\)\)](#)

- Official Bond ([IC 5-4-1-5.1](#))
- Tax Sale Survey ([IC 6-1.1-22-2\(c\)](#))
- State, City or County Highway Right-of-Way ([IC 8-23-23-1](#))
- Other Rights-of-Way & Easements ([IC 8-23-23-1](#))
- Military Discharge Documents ([IC 10-17-2-3](#))
- Certified Copy of Military Discharge ([IC 10-17-3-2](#))
- Old Age Supplement Certificate ([IC 12-14-13](#))
- Supplemental Assistance Liens ([IC 12-14-16](#))

## Recording Fees

([IC 36-2-7-10](#), [-10.5](#), and [-10.7](#))

	<b>All Counties except Marion</b>	<b>Marion County</b>
Mortgages	\$55	\$65
Most other documents	\$25	\$35
Multi-transaction documents, such as multiple releases of mortgages in a single document (Not all counties accept multi-transaction documents)	\$7 for each transaction after the first	
Plats, Large Surveys, other large-format documents (exceeding 8 ½ x 14 inches)	\$25 + \$5 per additional large sheet	
Copies of documents up to 11 x 17 inches	\$1 per page	
Copies of documents larger than 11 x 17 inches	\$5 per page/sheet	
Bulk Copies (Bulk purchasers must have a contract with the Recorder. "Bulk" means all recorded images, regardless of type, over a certain time period, excluding restricted document types.)	Between \$0.10 and \$0.20, depending on the County (Counties needing to charge more than \$0.10 must have a Commissioners' ordinance allowing for a higher rate.)	
Recorder's certification of any document (excepting Military Discharge documents)	\$5	
Assessor's Fee: Any document of transfer that requires a sales disclosure (such as a Deed)	Fee varies by County, payable to Auditor or Assessor	
Auditor's Transfer Fee: Any document that serves to transfer property (namely, any deed of transfer, including an Affidavit of Survivorship)	Fee varies by County, payable to Auditor	

As of 1 July 2017, recording fees are longer based on number of pages (except for large-format documents such as surveys and plats). There will no longer be any additional fees for cross-references or for non-conforming pages. HOWEVER, documents are still required to conform to recording standards, and may be rejected for non-conformance.

To be strictly conforming: Documents must be no larger than 8 1/2 X 14 inches, be in 10-point type or larger, on white paper of at least 20-lb. weight (no permanently bound or continuous forms), and have margins of at least 2 inches on the top and 2 inches on the bottom of the first page and the last page with 1/2-inch margins on interior pages.

Non-conforming documents MAY still be accepted for recording, at the discretion of the Recorder. Documents are likely to be rejected if there is not a 2-inch margin on the first page (so that there is room for the Auditor's and Recorder's stamps), if pages are not legible due to small or unclear text, if the medium on which they are printed is not able to go through a scanner, or other reasons of recordability.



With certain noted exceptions, all documents for recording must be notarized or acknowledged, include a statement indicating who prepared the document, and include an affirmation that states: "I affirm, under the penalties of perjury, that I have taken reasonable care to redact each social security number in this document, unless required by law. [signed]"

The changes in the recording fee structure were brought about by the passage of Indiana Senate Enrolled Act 505. [More information on SEA 505 can be found here.](#)

### Distribution of Recording Fees by County Fund

Fund	All Counties except Marion ( <a href="#">IC 36-2-7-10</a> )		Marion County ( <a href="#">IC 36-2-7-10.5</a> )	
	Mortgage (e)	Other (d)	Mortgage (c)	Other (b)
County General Fund	\$34	\$8	\$35	\$9
County Surveyor's Corner Perpetuation Fund	\$5	\$5	\$5	\$5
County Recorder's Perpetuation Fund (RPF)	\$11.50	\$10	\$11.50	\$10
Auditor of State (State General and Homeowner Protection Funds <a href="#">IC 24-9-9-3</a> ; <a href="#">IC 24-9-9-4</a> )	\$2.50		\$2.50	
County Identity Security Protection Fund (CISP)	\$1	\$1	\$0.50	\$0.50
County Elected Officials Training Fund (CEOT) <a href="#">IC 36-2-7-9</a>	\$1	\$1	\$0.50	\$0.50
County Housing Trust Fund ( <a href="#">IC 10-2-7-10.7</a> )			\$10	\$10
Totals	\$55	\$25	\$65	\$35



# Recording Requirements

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## Affidavits

### Agreements – [IC 36-2-11-19](#); [IC 32-21](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Signatures with names typed or printed below or next to each name
4. Signatures acknowledged or notarized
5. Prepared by statement
6. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and sales disclosure stamp and a legal description.

### General Affidavits – [IC 36-2-11-19](#); [IC 32-21](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee, optional – some have only one party)
3. Signatures with names typed or printed below or next to each name
4. Signatures acknowledged or notarized
5. Prepared by statement
6. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and a legal description.

### Memorandum – [IC 36-2-11-19](#); [IC 32-21](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Signatures with names typed or printed below or next to each name
4. Signatures acknowledged or notarized
5. Prepared by statement
6. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and a legal description.

### **Not One and the Same – [IC 36-2-11-19](#); [IC 32-21](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Statement of facts
4. Signature with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and a legal description.

### **One and the Same – [IC 36-2-11-19](#); [IC 32-21](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Signatures with names typed or printed below or next to each name
4. Signatures acknowledged or notarized
5. Prepared by statement
6. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and a legal description.

### **Scrivener's Error – [IC 36-2-11-19](#); [IC 32-21](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee, optional – some have only one party)
3. Cross reference to document containing error
4. Corrected information
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and a legal description.

### **Survivorship – [IC 36-2-11-19](#); [IC 32-21](#)**

Requires:

1. From parties (Grantor)
2. Other parties (Deceased, Heirs, etc.)
3. Signatures with names typed or printed below or next to each name
4. Signatures acknowledged or notarized
5. Prepared by statement
6. Social Security redaction statement
7. Auditor's Transfer Stamp

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and a legal description. Does not require a Death Certificate.

**Affidavit of Transfer on Death – [IC 32-17-14-26 \(20\)](#)**

Requires:

1. Name and address of each designated beneficiary who survives the owner
2. Name of each designated beneficiary who has not survived the owner
3. Cross reference to TOD Deed
4. Date of death
5. Signatures with names typed and printed below or next to each name
6. Signatures acknowledged and notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp

## Amendments

### Assumed Business Name Amended – [IC 23-15-1-1](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Addresses (only if changing business address)
4. Cross reference to original Assumed Business Name recording
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement

### By-Laws Amended – [IC 32-25-8](#); [IC 23-1-39-1](#) (approved by Board of Directors)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Cross reference to original By Laws recording
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

### Covenants and Restrictions and/or Amendments – [IC 32-25-7-1](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Cross reference to original Covenants and Restrictions recording
4. Legal Description, only required if adding or removing real estate
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement

### Modification (Mortgage) – [IC 32-29-1-10](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Cross reference to the originally record document that is being modified
4. Legal description, only required if adding or removing real estate
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement

## Assignments

### Collateral Lease – [IC 32-29-1-8](#); [IC 32-28](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Other parties (Optional)
4. Cross reference to original collateral lease recording (if recorded)
5. Legal description
6. Signatures with names typed or printed below or next to each name
7. Signatures acknowledged or notarized
8. Prepared by statement
9. Social Security redaction statement

### Collateral Lease and Rent – [IC 32-29-1-8](#); [IC 32-28](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Other parties (Optional)
4. Cross reference to original collateral lease and rent recording (if recorded)
5. Legal description
6. Signature with names typed or printed below or next to each name
7. Signatures acknowledged or notarized
8. Prepared by statement
9. Social Security redaction statement

### Mortgage – [IC 32-29-1-8](#); [IC 32-28](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Other parties (Mortgagor)
4. Cross reference to original mortgage recording
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement

### Partial – [IC 32-29-1-8](#); [IC 32-28](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Other parties (Optional)
4. Cross reference to originally recorded document being partially assigned
5. Legal description
6. Signatures with names typed or printed below or next to each name
7. Signatures acknowledged or notarized
8. Prepared by statement
9. Social Security redaction statement

## Assumed Business Name (DBA)

### Assumed Business Name – [IC 23-0.5-3-4](#)

Requires:

1. Owner Name(s) (Grantor)
2. Name of business – Sole Proprietor & General Partnership
3. Business address
4. List of principals with addresses
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement

Effective July 1, 2009, Senate Enrolled Act 450 made some slight changes to the Indiana Code that deals with where to file and/or record business name documents.

### For Persons or General Partnerships

Persons or General Partnerships conducting business in Indiana under a name other than the real name of the person or general partnership shall record an Assumed Business Name certificate (DBA) with the county recorder in each county where an office or place of business is located. Subsection (a).

This certificate shall state the assumed name or names to be used along with the full name and address of the persons or general partnerships involved in the business.

### Corporations, Limited Partnerships, Limited Liability Companies, or Limited Liability Partnerships (Foreign or Domestic)

Corporations, Limited Partnerships, Limited Liability Companies, or Limited Liability Partnerships, either foreign and domestic, conducting business in Indiana under a name other than the name shown on its Application for Registration, shall file a certificate with the Secretary of State's Office.

This certificate shall state the assumed name or names to be used and the full name and address of the entity's principal office in Indiana.



## Dissolution

If you are dissolving your business and you had a certificate on file with the Secretary of State's Office and/or the county recorder's office prior to July 1, 2009, you must file and/or record a Discontinuance of Use with the office or offices where the certificate is filed and/or recorded. Subsection (c).

## Filed with Indiana Secretary of State

Also Effective July 1, 2017, these business documents are filed with Secretary of State only:

ARTICLES OF INCORPORATION  
ARTICLES OF MERGER  
ARTICLES OF REORGANIZATION  
LIMITED PARTNERSHIP  
MERGER  
CORPORATION  
LIMITED LIABILITY CORPORATION  
LIMITED LIABILITY PARTNERSHIP

## Blanket Assignments and Releases

### Blanket Assignments – [IC 32-29-1-8](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Other parties (Mortgagors)
4. Cross references to original mortgage recordings
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. \$7.00 for each cross reference after the first

Comments: Whether or not a County Recorder accepts blanket assignments is at the discretion of the Recorder. If they do not, each assignment must be a separate document and will be charged accordingly. Subsection (c).

### Blanket Releases – [IC 32-29-5-1](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Cross references to original mortgage recordings
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement
8. \$7.00 for each cross reference after the first

Comments: Whether or not a County Recorder accepts blanket releases is at the discretion of the Recorder. If they do not, each release must be a separate document and will be charged accordingly. Subsection (c).

## Bonds

### Official Bonds – [IC 5-4-1](#)

Requires:

1. From parties (Grantor – Individual or Entity/Position)
2. To parties (Grantee – Insurance Company)
3. Indiana Code at top of document
4. No notary necessary
5. Signatures with typed or printed names below or next to each name
6. Acknowledged by proper authority (i.e. Mayor, council, commissioner, clerk/treasurer, etc)
7. If being signed by a POA, POA must be recorded and referenced or attached
8. Social Security redaction statement
9. Recorded at no fee
10. Retained in Recorder’s office for perpetuity, do not return

### Approval and References Needed for Recording Official Bonds

<b>County Officials:</b>	<b>Approved By</b>	<b>IC Reference</b>
County Auditor	County Commissioners *	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
County Treasurer	County Commissioners *	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
Clerk of the Circuit Court	County Commissioners *	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
County Sheriff	County Commissioners *	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
County Recorder**	County Commissioners *	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
County Coroner	County Commissioners *	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
County Assessor	County Auditor	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
Prosecuting Attorney	Clerk of the Circuit Court	<a href="#">IC 5-4-1-20</a>
Prosecuting Attorney Investigator	Clerk of the Circuit Court	<a href="#">IC 33-39-4-1</a>
County Surveyor	Clerk of the Circuit Court	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
County Highway Supervisor	Clerk of the Circuit Court	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a> ; <a href="#">8-17-3-10</a>
County Highway Engineer	Clerk of the Circuit Court	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a> ; <a href="#">8-17-5-5</a>
County Home Superintendent	Clerk of the Circuit Court	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a> ; <a href="#">12-30-2-4</a>
County Inspector of Weights & Measures	Clerk of the Circuit Court	<a href="#">IC 24-6-3-5</a>

\*Except Marion County, approved by Mayor.

\*\*Recorders must file their bond with the County Clerk.

<b>Township Officials:</b>	<b>Approved By</b>	<b>IC Reference</b>
Township Assessor	County Auditor	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
Township Trustee	County Auditor	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>

<b>City Officials:</b>	<b>Approved By</b>	<b>IC Reference</b>
City Judge	Mayor	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
City Controller	Mayor	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
City Clerk	Mayor	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
City Clerk-Treasurer	Mayor	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
City Manager (Third-Class City)	Mayor	<a href="#">IC 36-4-12-8</a>
City Inspector of Weights & Measures	Mayor	<a href="#">IC 24-6-3-5</a>
All Other City Officers (Ex. Mayor & Common Council)	Mayor	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
Police Pension Secretary	Mayor	<a href="#">IC 36-8-6-3</a>
Utility Superintendent	Mayor	<a href="#">IC 8-1.5-3-5</a>
Barrett Law Fund Custodian	City Council	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a> ; <a href="#">36-9-37-7</a>
<b>Town Officials:</b>		
Town Clerk-Treasurer	Town Council	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
Town Manager	Town Council	<a href="#">IC 36-5-5-5</a>
Town Marshal	Town Council	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
Deputy Town Marshal	Town Council	<a href="#">IC 36-5-7-6</a>
Town Judges	Town Council	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a>
Barrett Law Fund Custodian	Town Council	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a> ; <a href="#">36-9-37-7</a>
Police Pension Secretary	Mayor	<a href="#">IC 36-8-6-3</a>
Utility Superintendent	Mayor	<a href="#">IC 8-1.5-3-5</a>

<b>Conservancy District Officials:</b>	<b>Approved By</b>	<b>IC Reference</b>
Financial Clerk	District Board of Directors	<a href="#">IC 5-4-1-8</a> ; <a href="#">5-4-1-18</a> ; <a href="#">14-8-2-90</a>
<b>School Corporation Officials:</b>		
School Corporation Treasurer	Board of School Trustees	<a href="#">IC 20-26-4-5</a>
School Corp. Deputy Treasurer	Board of School Trustees	<a href="#">IC 20-26-4-5</a>
School Extra-Curricular Treasurer	School Superintendent & Principal	<a href="#">IC 20-41-1-6</a>
Treasurer School Lunch Fund	Board of School Trustees	<a href="#">IC 20-41-2-6</a>
Treasurer School Textbook Fund	Board of School Trustees	<a href="#">IC 20-41-2-6</a>
<b>Library Officials:</b>		
Treasurer	Library Board	<a href="#">IC 36-12-2-22</a>
<b>Hospital Officials:</b>		
Executive Director	Hospital Board of Trustees	<a href="#">IC 16-22-2-9</a>
Treasurer	Hospital Board of Trustees	<a href="#">IC 16-22-2-9</a>
Assistant Treasurer	Hospital Board of Trustees	<a href="#">IC 16-22-2-9</a>
Blanket Bond (Employees)	Hospital Board of Trustees	<a href="#">IC 16-22-2-9</a>

## Contracts and Leases

### Construction Contract – [IC 36-2-11](#); [IC 32-21-1](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Signatures with name typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

### Land Contract – [IC 36-2-11](#); [IC 32-21-1](#); or Memorandum of Contract [IC 36-2-11-20](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement
8. Auditor's stamp
9. Sales disclosure stamp (County's discretion)

### Lease – [IC 36-2-11](#); [IC 32-21-1](#); or Memorandum of Lease [IC 36-2-11-20](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Description – If leasing land, then legal description. If leasing building, then common address.
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement
8. Assessor and Auditor review (not all counties require this)

### No-Lien Contract – [IC 36-2-11](#); [IC 32-21-1](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

## Court Documents

### Court Document – [IC 36-2-11-15](#); [IC 36-2-11-16](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Clerk's Stamp
4. Signatures with names typed or printed below or next to each name, unless signed by Judge
5. Signatures acknowledged or notarized, unless signed by Judge. (A court document with a court file stamp does not require the notary.)
6. Prepared by statement, unless signed by Judge, or if it is a judgment, court order, or writ.

### Guardianship – [IC 29-3-5-1](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Signed by Judge
4. Clerk's stamp

### Judgment – [IC 34-55-9](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Signed by Judge
4. Clerk's stamp

### Will (Probated) – [IC 29-1-1-23](#)

Requires:

1. From parties (Grantor – Deceased)
2. To parties (Grantee – Heirs)
3. Signed by Judge
4. Clerk's stamp

## Covenants and Restrictions

### Declaration, Covenants and Restrictions – [IC 32-25-7-1](#); [IC 32-21-13](#)

Requires:

1. Parties (Developers, Owners, Subdivision or Horizontal Property)
2. Legal description – Subdivision, Horizontal Property, or Metes & Bounds – or cross reference to recorded subdivision plat or horizontal property
3. “Covenants and Restrictions” spelled out
4. Signatures of owners/developers with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement



## Deeds

### Administrator's Deed – [IC 29-1-15](#), [IC 36-2-11](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and Assessor's sales disclosure stamp

### Auditor's Deed – [IC 6-1.1-25-5](#), [IC 36-2-11](#); [IC 32-21](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Other parties
4. Legal description
5. Grantee address: must be physical address not PO Box
6. Signatures with names typed or printed below or next to each name
7. Signatures acknowledged or notarized
8. Prepared by statement
9. Social Security redaction statement
10. Auditor's transfer stamp and Assessor's sales disclosure stamp

### Cemetery Deed – [IC 23-14-34-4](#), [IC 36-2-11](#); [IC 23-10-2-18](#); [IC 12-14-6](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement

### Commissioner's Deed – [IC 32-21](#); [IC 36-2-11](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Other parties
4. Legal description
5. Grantee address: must be physical address not PO Box
6. Signatures with names typed or printed below or next to each name
7. Signatures acknowledged or notarized
8. Prepared by statement
9. Social Security redaction statement
10. Auditor's transfer stamp and Assessor's sales disclosure stamp

### **Corporate Quitclaim Deed – [IC 32-21](#); [IC 36-2-11](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledge or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and Assessor's sales disclosure stamp (if required)

### **Corporate Warranty Deed – [IC 32-21](#); [IC 36-2-11](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and Assessor's sales disclosure stamp

### **Executor's Deed – [IC 32-21](#); [IC 36-2-11](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and Assessor's sales disclosure stamp

### **Guardian's Deed – [IC 32-21](#); [IC 36-2-11](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and Assessor's sales disclosure stamp

### **Personal Representative's Deed – [IC 32-21](#); [IC 36-2-11](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and Assessor's sales disclosure stamp

### **Quitclaim Deed – [IC 32-21](#); [IC 36-2-11](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and Assessor's sales disclosure stamp (if required)

### **Sheriff's Deed – [IC 32-29-7-10](#); [IC 36-2-11](#); [IC 32-28](#); [IC 32-29](#); [IC 32-30-10](#)**

Requires:

1. From parties (Grantor – Sheriff)
2. To parties (Grantee)
3. Other parties (Grantor – Mortgagor)
4. Mortgage foreclosure cause number and amount
5. Legal description
6. Grantee address: must be physical address not PO Box
7. Signatures with names typed or printed below or next to each name
8. Signatures acknowledged or notarized
9. Prepared by statement
10. Social Security redaction statement
11. Auditor's transfer stamp and Assessor's sales disclosure stamp

### **Special Corporate Warranty Deed – [IC 32-21](#); [IC 36-2-11](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and Assessor's sales disclosure stamp

### **Special Warranty Deed – [IC 32-21](#); [IC 36-2-11](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and Assessor's sales disclosure stamp

### **Trustee's Deed – [IC 30-1-9](#); [IC 32-21](#); [IC 36-2-11](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and Assessor's sales disclosure stamp

### **U.S. Marshall's Deed – [IC 32-21](#); [IC 36-2-11](#)**

Requires:

1. From parties (Grantor – U.S.)
2. To parties (Grantee)
3. Other parties (Grantor – Defendant)
4. Legal description
5. Grantee address: must be physical address not PO Box
6. Signatures with names typed or printed below or next to each name
7. Signatures acknowledged or notarized (with Marshall's seal )
8. Prepared by statement
9. Social Security redaction statement
10. Auditor's transfer stamp and Assessor's sales disclosure stamp

### **Warranty Deed – [IC 32-17](#); [IC 32-21](#); [IC 36-2-11](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and Assessor's sales disclosure stamp

### **Tax Title Deed – [IC 6-1.1-25](#); [IC 32-21-2](#); [IC 36-2-11](#)**

#### Requires

1. From Parties (Auditor)
2. To Parties (Grantee)
3. Other Parties (Tax Debtor)
4. Parcel number
5. Delinquent years
6. Purchase price
7. Legal description
8. Grantee address: must be physical address not PO Box
9. Signatures with names typed or printed below or next to each name
10. Signed by the Auditor
11. Attested to by the Treasurer- Optional
12. Acknowledged by the Clerk of the Circuit Court
13. Prepared by statement
14. Social Security redaction statement
15. Auditor's transfer stamp and Assessor's sales disclosure stamp

See I.C. 6-1.1-25-20: Effective 7-2014 affects collection of recording fees

### **Transfer on Death Deed [IC 32-17-14-1](#)**

#### Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal descriptions
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement
8. May have Auditor's review stamp, at County's discretion

## Easements and Encroachments

### Easements – [IC 32-23-1-4](#); [IC 36-2-11-12](#); [IC 8-23-23-1](#); [IC 8-23-7-31](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Cross reference to last recorded deed or plat
6. Signatures with names typed or printed below or next to each name
7. Signatures acknowledged or notarized
8. Prepared by statement
9. Social Security redaction statement
10. Auditor's transfer stamp and Assessor's sales disclosure stamp (if exchanged for valuable consideration)

### Encroachments (Consent to Encroach) – [IC 32-23-1-4](#); [IC 36-2-11-12](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Grantee address: must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and Assessor's sales disclosure stamp (if exchanged for valuable consideration)

## Environmental Disclosures

Environmental Disclosure Statement – [IC 13-11-2-193.5](#); [IC 32-23-1-4](#)

Requires:

1. Transferor (Grantor)
2. Transferee (Grantee)
3. Other parties (Lender)
4. Legal description
5. Social Security redaction statement
6. Prepared by statement
7. Signatures with names typed or printed below or next to each name
8. Signatures acknowledged or notarized
9. Copy to Environmental Health Dept

## Federal Tax Liens and Releases

### Federal Tax Lien – [IC 36-2-11-25](#)

Requires:

1. From parties (Grantor – Individual or Company)
2. To parties (Grantee – IRS)
3. Amount
4. Signature of IRS agent with name printed below or next to

### Federal Tax Lien Releases – [IC 36-2-11-25](#)

Requires:

1. From parties (Grantor – IRS)
2. To parties (Grantee – Individual or Company)
3. Amount
4. Cross reference to original federal tax lien document
5. Signature of IRS agent with name printed below or next to

**Note: State Tax Liens and their releases are handled by the Clerk of the Circuit Court.**



## Liens

### Assessment Liens – [IC 32-25-6-3](#); [IC 14-33-10-4](#); [IC 32-25-6](#); [IC 32-28](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Amount
5. Addresses
6. Signatures with names typed or printed below or next to each name
7. Signatures acknowledged or notarized
8. Prepared by statement
9. Social Security redaction statement

### Attorney Liens – [IC 33-43-4](#); [IC 32-28](#)

Requires:

1. Individual or Entity (Grantor)
2. Attorney (Grantee)
3. Amount
4. Addresses
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement

### Hospital Liens – [IC 32-33-4](#)

Requires:

1. Individual/Insurance Company (Grantor)
2. Hospital (Grantee)
3. Amount
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

## Common Law Liens and Associated Documents

### Process as it Applies to Public Officials and Public Employees – [IC 32-28-13](#)

#### Statement of Intention to Hold Common Law Lien – [IC 32-28-13-5](#)

Requires:

1. Lienholder Name and Address (Grantor)
2. Property Owner Name and Address (Grantee)
3. Amount
4. Last Address of property owner as shown in property tax records of county
5. Legal description and street address (if any) and/or full description of personal property against which lien is being filed
6. Legal basis upon which the person asserts the right to hold common law lien
7. Signatures with names typed or printed below or next to each name
8. Signatures notarized
9. Prepared by statement
10. Social security redaction (affirmation) statement
11. Document the date statement is mailed to property owner on original statement of lien and record

Comments: Send by first class mail to property owner within three (3) business days after statement is recorded.

#### Notice / Affidavit of Notice by Public Official or Public Employee – [IC 32-28-13-6.5](#)

Requires:

1. Statement swearing and affirming that property owner is a public official or public employee
2. Lienholder's name and address
3. Stamp Notice / Affidavit of Notice with the I.C. 32-28-13-6.5 stamp evidencing Recorder's name and date Notice was mailed
4. Cross reference to original Statement of Intention to Hold Common Law Lien
5. Signatures with names typed or printed below or next to each name
6. Signatures notarized
7. Prepared by statement
8. Social security redaction (affirmation) statement

Comments: Send copy of recorded Notice to lienholder via first class mail within three (3) business days after receiving Notice.

#### Lienholder Notice to Recorder – [IC 32-28-13-6.5\(c\)](#)

Lienholder shall notify the county recorder in writing of the lienholder's commencement of a suit or the lienholder's intention not to commence suit.

Requires:

1. Statement as to whether the lienholder has commenced suit or does not intend to commence suit
2. Cross reference to original Statement of Intention to Hold Common Law Lien
3. Signatures with names typed or printed below or next to each name
4. Signatures notarized
5. Prepared by statement
6. Social security redaction (affirmation) statement

### **Affidavit of Service of Notice to Commence Suit – [IC 32-28-13-7](#)**

(Note: This document would be prepared and recorded by Property Owner if Lienholder fails to commence suit as described below). To be recorded in Miscellaneous Record Book:

Requires:

1. Date the Notice to Commence Suit was mailed to lienholder
2. Statement that at least thirty (30) days have passed since the date the Notice to Commence Suit was mailed to lienholder
3. Statement that a suit for foreclosure of the common law lien has not been filed and is not pending
4. Statement that an unsatisfied judgment has not been rendered on the common law lien
5. Cross reference to original Statement of Intention to Hold Common Law Lien
6. Cross reference to the Notice to Commence Suit that was sent to lienholder
7. Signatures with names typed or printed below or next to each name
8. Signatures notarized
9. Prepared by statement
10. Social security redaction (affirmation) statement

The real or personal property against which the lien has been filed is released from the common law lien when the County Recorder:

1. Records the Affidavit of Service of Notice to Commence Suit in the miscellaneous record book of the Recorder's Office; and
2. Certifies in the County Recorder's records that the lien is released.

\*\*\*To standardize the method for all 92 counties, please create new doc type - Affidavit of Service of Notice – and short code as ASN or other short code if ASN is not available. Receipt into fee questionnaire as miscellaneous document.

**All documents are subject to recording fees.**

**Additionally the county recorder shall collect a fee of two dollars (\$2) from the lienholder for each statement that is mailed. [IC 32-28-13-5\(c\)](#)**

## **Mechanic's Liens and Releases**

### **Notice of Intention to Hold Mechanic's Lien – [IC 32-28-3-3](#); [IC 36-2-7-10](#)**

Requires:

1. Debtor (Grantor)
2. "Mechanic" (Grantee)
3. Legal description
4. Addresses
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement

Comments: Must be recorded before the formal Mechanic's Lien. Mail out notices to all Grantors: 1st mailing included in fee; additional mailing is \$2 each.

### **Mechanic's Liens – [IC 32-28-3](#); [IC 36-2-7-10](#)**

Requires:

1. Debtor (Grantor)
2. "Mechanic" (Grantee)
3. Addresses
4. Legal description
5. Amount
6. Signatures with names typed or printed below or next to each name
7. Signatures acknowledged or notarized
8. Prepared by statement
9. Social Security redaction statement

Comments: Attorneys may sign on behalf of their clients. (IC 32-28-3-3) Mail out notices to all Grantors: 1st mailing included in fee; additional mailing is \$2 each.

### **Mechanic's Lien Releases – [IC 32-28-6](#); [IC 36-2-7-10](#)**

Requires:

1. "Mechanic" (Grantor)
2. Debtor (Grantee)
3. Cross reference to original recorded mechanic's lien document
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

### **Mechanic's Lien Release by Affidavit – [IC 32-28-6](#); [IC 36-2-7-10](#)**

Requires:

1. "Mechanic" (Grantor)
2. Debtor (Grantee)
3. Cross reference to original recorded mechanic's lien document
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

## Miscellaneous Documents

### Bill of Sale – [IC 26-1-2](#); [IC 36-2-11](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Description
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Building on leased ground- take to Assessor and Auditor
7. Prepared by statement
8. Social Security redaction statement

### Birth Certificate – [IC 36-2-11](#)

Requires:

1. Party (Grantor)
2. Printed names
3. Official Seal or certified

Comments: Must be in English or be accompanied by a recordable English translation.

### By-Laws – [IC 32-25-8](#)

Requires:

1. From parties (Grantor)
2. Legal description
3. Signatures with names typed or printed below or next to each name
4. Signatures acknowledged or notarized
5. Prepared by statement
6. Social Security redaction statement

Comments: Sometimes recorded as part of the Covenants and Restrictions.

### Church Documents – [IC 23-10-2-4](#); [IC 36-2-11](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Witnessed by two people or acknowledged or notarized
4. Signatures with names typed or printed below or next to each name
5. Prepared by statement
6. Social Security redaction statement

### Death Certificate – [IC 36-2-11](#); [IC 32-21](#)

Requires:

1. Party (Grantor)
2. Printed names
3. Official seal or certified
4. Social Security Numbers must be redacted.

Comments: Must be in English or be accompanied by a recordable English translation.

**Ordination – [IC 36-2-7-10](#); [IC 23-10-2-4](#)**

Requires:

1. From parties (Grantor)
2. Signatures with names typed or printed below or next to each name
3. Prepared by statement
4. Social Security redaction statement

Comments: Notarization is not required.

**Vacation – [IC 36-7-3-10](#); [IC 32-21](#); [IC 36-2-7-10](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description of street, alley, plat, etc.
4. Signature of governing authority with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement
8. Auditor stamp

**Wills – [IC 29-1-5](#); [IC 36-2-7-10](#)**

Requires:

1. Party (Grantor)
2. Signature with name typed or printed below or next to the signature
3. Signed by two witnesses with names typed or printed below or next to each name
4. Prepared by statement
5. Social Security redaction statement

Comments: Notarization is not required.

## **Mortgages and Mortgage Releases**

### **Mortgage Assumption – [IC 32-29](#); [IC 36-2-7-10](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Other parties (Mortgage holder)
4. Cross reference to original recorded mortgage document
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement

### **Promissory Note – [IC 32-29](#); [IC 36-2-7-10](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description, if real estate is involved
4. Amount
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement

### **Mortgage or Subordinate (Second) Mortgage – [IC 32-29](#); [IC 36-2-7-10](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantees)
3. Legal description
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

### **Subordination of Mortgage – [IC 32-29](#); [IC 36-2-7-10](#)**

Requires:

1. From parties (Grantor – Bank)
2. To parties (Grantee – Bank)
3. Other parties (Borrowers)
4. Two cross references
5. Prepared by statement
6. Social Security redaction statement

### **Mortgage Release – [IC 32-29-5](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Cross reference to original recorded mortgage document
4. Signatures with name typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

Comments: May have additional cross references to re-recordings of the original mortgage and subsequent assignments, assumptions, modifications, and subordinations.

### **Mortgage Release by Affidavit – [IC 32-29](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Cross reference to original recorded mortgage document
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

Comments: May have additional cross references to re-recordings of the original mortgage and subsequent assignments, assumptions, modifications, and subordinations.

### **Mortgage Partial Release – [IC 32-29](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Cross reference to original recorded mortgage document
4. Legal description
5. Signatures with name typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement

Comments: May have additional cross references to re-recordings of the original mortgage and subsequent assignments, assumptions, modifications, and subordinations.



## Plats, Surveys, and Horizontal Properties

### Cemetery Plat – [IC 23-14-34](#)

Requires:

1. Parties (Grantor)
2. Legal description
3. Signature of cemetery officer with printed name below or next to each name

### Subdivision Plat – [IC 36-7-3-2](#); [IC 32-21](#); [IC 36-2-7-10](#)

Requires:

1. Title of Subdivision Plat at the top of the document
2. Owners Certificate Statement
3. Legal description and drawing
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement
8. Approvals from the various governmental agencies

### Survey – [IC 36-2-19-4](#); [IC 36-2-7-10](#)

Requires:

1. Survey company name or, at least, Surveyor's name
2. Surveyor's official seal
3. Name of owner
4. Legal description
5. Signatures with names typed or printed below or next to each name
6. Prepared by statement
7. Social Security redaction statement
8. Brief legal description stating section, township, and range, or subdivision

## Powers of Attorney

### Power of Attorney – [IC 30-5-3](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Signatures with names typed or printed below or next to each name
4. Prepared by statement
5. Social Security redaction statement
6. Signatures acknowledged or notarized

Comments: Recorded instrument number of a Power of Attorney must be cross referenced on a document being signed by an Attorney in Fact.

### Power of Attorney Revocation/Release – [IC 30-5-10-1](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Cross reference to original recorded POA document
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

## Miscellaneous Releases

### Attorney's Lien Release – [IC 32-28-5](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Cross reference to original recorded lien document
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

### Dissolution/Release of Assumed Business Name – [IC 23-0.5-3-4](#)

Requires:

1. From parties (Grantor)
2. Business name being dissolved or releases
3. Cross reference to original recorded DBA document
4. Signatures with names typed or printed below or next to each name
5. Signature acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

### Easement Release – [IC 32-23-2-5\(b\)](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Cross reference to original recorded easement document
4. Signatures with names typed or printed below or next to each name
5. Signature acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

### Hospital Lien Release – [IC 32-33-4-7](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Cross reference to original recorded hospital lien document
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

## **Release of Interest – [IC 32-28-5](#)**

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Cross reference to original recorded Interest document
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

## Military Service Discharge / DD-214

### Military Service Discharge / DD-214 – [IC 10-17-2](#)

**\*\*CONFIDENTIAL DOCUMENT\*\***

Requires:

1. Name of service member
2. Name of Armed Service or Branch
3. Recorded with no fee

Comments: A person requesting a copy of a discharge must be the veteran listed on the discharge and photographic identification must be provided. If not, a County Recorder may provide a certified copy of a discharge record only to the following persons:

1. A person who provides photographic identification that identifies the person as a county or city service officer;
2. A person who provides photographic identification that identifies the person as an employee of the Indiana Department of Veterans' Affairs;
3. A person who is a funeral director licensed under IC 25-15 and assists with the burial of the veteran who is the subject of the discharge record if the person provides photographic identification and the person's funeral director license;
4. If the veteran who is the subject of the discharged record is deceased, the spouse or next of kin of the deceased, if the spouse or next of kin provides photographic identification and a copy of the veteran's death certificate;
5. The following persons, if the person provides photographic identification:
  - a. The attorney in fact of the person who is the subject of the discharge record, if the attorney in fact provides a copy of the power of attorney;
  - b. The guardian of the person who is the subject of the discharge record, if the guardian of the person provides a copy of the court order appointing the guardian of the person;
  - c. The personal representative of the estate of the deceased, if the person who is the subject of the discharge record is deceased and the personal representative of the estate provides a copy of the court order appointing the personal representative of the estate.

Certified copies shall be provided at no charge.

## State, County, & Municipal Highway Rights of Way and Easements

### State Highway Right of Way – [IC 8-23-23-1](#)

Requires:

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal description
4. Signatures with names typed or printed below or next to each name
5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement
8. Auditor's transfer stamp and Assessor's sales disclosure stamp (if required)
9. Recorded at no fee

Comments: Should state clearly that the document is for highway acquisition.

## Uniform Commercial Code (UCC) Documents

UCC forms can be found at [www.in.gov/sos/business/4051.htm](http://www.in.gov/sos/business/4051.htm)

### Financing Statement

Requires:

1. Name of debtor (Grantor)
2. Name of secured party (or a representative of the secured party) (Grantee)
3. Legal description

### Financing Statement Amendment

Requires:

1. Name of debtor (Grantor)
2. Name of secured party (or a representative of the secured party) (Grantee)
3. Cross-reference to original filing number

### Information Request (Search)

Requires:

1. Name of debtor to search
2. Return-to information
3. Signature
4. "Prepared by" statement

-END-