

Checklist for Recordings

- 1). Check that the document is complete. Example: If the document states an “exhibit”, check to see if there is one. Check that the legal is complete and in the correct County.
- 2). Documents must be legible and printed, typewritten, or computer generated. Black ink is best.
- 3). Verify the names on each document appear the same throughout the document.
- 4). If a deed is submitted, check to verify it contains a tax mailing address and grantees physical address. P.O. Box addresses are not permitted.
- 5). Check the document for correct notarization. Confirm the Notary has met his/her requirements. The notary seal must contain the following words/information: “Notary Public”, “State of Indiana”, the name of the notary public exactly as it appears on the commission, “Commission #” followed by the commission number, and “My Commission Expires” followed by the expiration date.
- 6). Documents that have been notarized in the State of Indiana must contain a “Prepared By” statement with the name of the preparer typed or printed at the end of the statement. The name must be an individual’s name and not a company name.
- 7). Verify each document contains the ‘Affirmation Statement’ (redaction). A name is required at the end of the statement. The name must be typed or printed. This applies to all documents that require a ‘Prepared By’ statement. See IC 36-2-11-15.
- 8). If the document is a ‘COPY’, ensure that it is marked ‘COPY’ and meets all recording requirements to be recorded.
- 9). Ensure a reference is present on documents that require one. Examples: releases, assignments, and easements.
- 10). Make sure you have enough funds to cover the recording fees. See the fee schedule.
- 11). Any cross reference must be on the first page.
- 12). Please leave a 2” margin at the top and bottom of the first page.
- 13). Release of Satisfaction of Liens – Must be executed by a President, Vice-President, Cashier, Secretary, Treasurer, General Manager, or Attorney-in-Fact only.
- 14). Documents signed by power of attorney must have the recording number of the recorded power of attorney on the document.
- 15). When a document is mailed or delivered to be recorded, a self-addressed stamped envelope is required. The original document is mailed out the following business day after recording.
- 16). The Recorder’s Office only accepts cash or check. Transfer documents will require an Auditor fee paid by cash or check.