

REVISED

**INDIANA RECORDER'S
ASSOCIATION**

RECORDING MANUAL

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GENERAL RECORDING REQUIREMENTS

Deeds	IC 32-21-3-3; IC 32-21-2-11; IC 36-2
Conveyance	IC 32-21-4-1; IC 32-21; IC 36-2
Acknowledgements & Notarization	IC 32-1-2-18; IC 32-21; IC 36-2
Page Size	IC 36-2-7-10
Index / Legal Description	IC 36-2-11-12; IC 32-21; IC 36-2
Auditor's Transfer Stamp	IC 36-2-11-14; IC 32-21; IC 36-2
Prepared by statement	IC 36-2-11-15; IC 32-21; IC 36-2
Names printed or typed below signatures	IC 36-2-11-16; IC 32-21; IC 36-2
Social Security Redaction Statement	IC 36-2-11-15

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.
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 can not 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 involves 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 & determine if sales disclosure is required.
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.

REASONS FOR REJECTION OF DOCUMENTS

1. Names not appearing the same throughout the document.
2. Names not typed or printed identically to the signatures that they are associated with.
3. Name of person preparing the document is missing. (Documents acknowledged or notarized out of state are an exception.)
4. An address for all of the grantees is missing. (must be at conclusion of document, preceding or following affirmation & prepared by statements)
5. Incorrect recording fees.
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.
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.
11. Acknowledgement or Notary information is missing or incomplete.
12. Real estate legal description is not in the county where it is being recorded.
13. Auditor's transfer stamp and sales disclosure stamp missing.
14. Court documents must have the Judge's signature and be file stamped by the Clerk of the Courts.
15. Release of Mechanic's Lien being signed by an attorney on behalf of their client. The release must be signed by the person holding the lien.
16. Affirmation statement missing
17. No Document date
18. Document is not totally legible (IC 36-2-11-16)

IC 36-2-7-10(g) DOCUMENTS TO BE PROVIDED OR RECORDED WITH NO FEE

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 8-23-7
Right of Way & Easements	IC 8-23-23
Military Discharge Documents	IC 10-17-2-3
Certified Military Discharge	IC 10-17-3-2
Old Age Supplement Certificate	IC 12-14-13
Supplemental Assistance Liens	IC 12-14-16

SALES DISCLOSURE FORM REQUIRED

Determined by the County Assessor and Auditor's offices

RECORDING FEES

RECORDER'S OFFICE FEE SCHEDULE

Recording Fees:

1. Deeds		
Not Exceeding 8 ½" X 14"		\$16.00
Each Additional Page		2.00
2. Mortgages		
Not Exceeding 8 ½" X 14"		14.00
Each Additional Page		2.00
3. Miscellaneous/Affidavits		
Not Exceeding 8 ½" X 14"		11.00
Each Additional Page		2.00
4. Release/Partial Release/ Assignment		
Not Exceeding 8 ½" X 14"		12.00
Each Additional Page		2.00
5. Any Document Exceeding 8 ½" X 14"		
First Page		20.00
Each Additional Page		5.00
6. Mechanic's Lien		
First Page w/ one 1st Class Mailing		13.00
Each Additional Page		2.00
Each Additional Mailing		2.00
7. Horizontal Properties/Plats/Surveys		
First Oversized Page		20.00
Each Additional Oversized Page		5.00

Additional Fees:

8. Each Additional Cross Reference		\$1.00
9. Copies		
Per Page Not Exceeding 8 ½" X 14"		1.00
Larger Than 8 ½" X 14"		2.00
10. Certifying or Acknowledging a Document		
Per Document		5.00
11. Non-Conforming Page		
Per Page		1.00

Uniform Commercial Codes Fees:

12. Original Filing, Amendment, Continuation, Termination (2 Pages or Less)		\$9.00
13. Original Filing, Amendment, Continuation, Termination (3 Page or More)		13.00
14. UCC Search (1 Name)		10.00
Each Additional Name		5.00

NON-CONFORMING NOTE: Regular documents must be no larger than 8 ½" X 14", at least 10 point type, on white paper of at least 20 lb. weight, no permanently bound or continuous forms, 2" clear margins at the top and bottom of first and last page with ½" margins elsewhere. Also must be typed or printed in black ink.

AFFIDAVITS

AGREEMENTS – IC 36-2-11-19; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Grantee's addresses at conclusion of 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: 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; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Grantee's addresses at conclusion of 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: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and sales disclosure stamp and a legal description.

MEMORANDUM – IC 36-2-11-19; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Grantee's addresses at conclusion of 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: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and sales disclosure 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. Addresses
 4. Statement of facts
 5. Signature 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 sales disclosure 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. Auditor's Office Transfer stamp and sales disclosure stamp
 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: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and sales disclosure stamp and a legal description.

SCRIVENER'S ERROR – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Grantee's addresses at conclusion of document
 4. Cross reference to document containing error
 5. Corrected information
 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. Grantee's address at conclusion of document

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.

SURVIVORSHIP – 36-2-11-19; IC 32-21

- Requires:
1. From parties (Grantor)
 2. Other parties (Deceased, Heirs, etc.)
 3. Addresses
 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. Grantee's address at conclusion of document

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.
Does not require a Death Certificate.

AMENDMENT

ASSUMED BUSINESS NAME AMENDED – IC 23-15-1-1; IC 23-1-38

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 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; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Cross reference to original By Laws 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

COVENANTS AND RESTRICTIONS AMENDED – IC 32-25-7

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Cross reference to original Covenants and Restrictions recording
 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

LIMITED PARTNERSHIP AMENDED – IC 23-16

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Cross reference to original Limited Partnership recording
 5. Legal description, if it involves real estate
 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. File stamp from the Secretary of State's office

Comments: If it involves interest in real estate or a name change, it must have the Auditor's Office transfer stamp and sales disclosure stamp.

MODIFICATION – (Mortgage) IC 32-29-1-10

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Cross reference to the originally record document that is being modified
 5. Legal description, if it involves real estate
 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: If it involves interest in real estate or a name change, it must have the Auditor's Office Transfer stamp and sales disclosure stamp.

ASSIGNMENTS

COLLATERAL LEASE – IC 32-29-1-8; IC 32-8-11-7; IC 32-28 & 29

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Other parties (Optional)
 4. Grantee's addresses at conclusion of document
 5. Cross reference to original collateral lease recording (if recorded)
 6. Legal description
 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

COLLATERAL LEASE & RENT – IC 32-29-1-8; IC 32-28 & 29

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Other parties (Optional)
 4. Grantee's addresses at conclusion of document
 5. Cross reference to original collateral lease and rent recording (if recorded)
 6. Legal description
 7. Signature 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

MORTGAGE – IC 32-29-1-8; IC 32-8-11-7; IC 32-28 & 29

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Other parties (Mortgagor)
 4. Grantee's addresses at conclusion of document
 5. Cross reference to original mortgage recording
 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. Grantee's address at conclusion of document

PARTIAL – IC 32-29-1-8; IC 32-8-11-7; IC 32-28 & 29

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Other parties (Optional)
 4. Addresses
 5. Cross reference to originally recorded document being partially assigned
 6. Legal description
 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

ASSUMED BUSINESS NAME (DBA)

ASSUMED BUSINESS NAME – IC 23-15-1-1

- Requires:
1. From parties (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

CERTIFICATE OF PARTNERSHIP – IC 23-16-3-2

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 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

***IC 23-15-1-1 Amended

Effective July 1, 2009, these businesses are filed with Secretary of State only:

ARTICLES OF INCORPORATION
ARTICLES OF MERGER
ARTICLES OF REORGANIZATION
LIMITED PARTNERSHIP
MERGER

BLANKET DOCUMENTS

BLANKET ASSIGNMENT – IC 32-29

- 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.

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.

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 office, do not return

CONTRACTS

CONSTRUCTION CONTRACT – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of document
 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

LAND CONTRACT – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Grantee's addresses at conclusion of document
 4. Legal description
 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. Grantee's address at conclusion of document

LEASE – IC 36-2-11; IC 32-21

- 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

NO LIEN CONTRACT – IC 36-2-11; IC 32-21

- 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

SALES CONTRACT – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Description
 4. Amount or Price
 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

SEWER SERVICE CONTRACT AGREEMENT – IC 36-2-11; IC 32-21

- 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

SEWER SERVICE CONTRACT – IC 36-2-11; IC 32-21

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

COURT DOCUMENTS

BANKRUPTCY PROCEEDINGS – IC 36-2-11-22

- Requires:
1. From parties (Grantor – Individual or Company)
 2. To parties (Grantee – Court, Trustee, or Receiver)
 3. Certified by Bankruptcy Court
 4. Signatures acknowledged or notarized, unless signed by a Judge
 5. Prepared by statement
 6. Social Security redaction statement

Comments: If signed by a Judge, non-conforming fees do not apply.

COURT DOCUMENT – IC 36-2-11-15

- 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
 6. Prepared by statement, unless signed by Judge
 7. Social Security redaction statement, unless signed by Judge

Comments: If signed by a Judge, non-conforming fees do not apply.

DIVORCE DECREE & DISSOLUTION OF MARRIAGE – IC 36-2-11; IC 31-15-7

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

Comments: If signed by a Judge, non-conforming fees do not apply.

GUARDIANSHIP – IC 29-3-5-1

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

Comments: If signed by a Judge, non-conforming fees do not apply.

JUDGMENT – IC 34-55-9

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

Comments: If signed by a Judge, non-conforming fees do not apply.

MARRIAGE DECREE – IC 36-2-11

- Requires:
1. Parties
 2. Signatures with names typed or printed below or next to each name

Comments: Must be in English or be accompanied by an English translation.

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

Comments: If signed by a Judge, non-conforming fees do not apply.

COVENANTS & RESTRICTIONS

DECLARATION, COVENANTS & RESTRICTIONS – IC 32-25-7-1; IC 32-21

- 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's address at conclusion of 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
 9. Auditor's transfer stamp and 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's addresses at conclusion of document
 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 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. 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

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's addresses at conclusion of document
 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 sales disclosure stamp

CORPORATE QUITCLAIM DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of document
 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 sales disclosure stamp

CORPORATE WARRANTY DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of 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
 9. Auditor's transfer stamp and sales disclosure stamp

EXECUTOR'S DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of 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
 9. Auditor's transfer stamp and sales disclosure stamp

GUARDIAN'S DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of 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
 9. Auditor's transfer stamp and sales disclosure stamp

PERSONAL REPRESENTATIVE'S DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of 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
 9. Auditor's transfer stamp and sales disclosure stamp

QUITCLAIM DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of 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
 9. Auditor's transfer stamp and sales disclosure stamp

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's addresses at conclusion of document
 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 sales disclosure stamp

SPECIAL CORPORATE WARRANTY DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of 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
 9. Auditor's transfer stamp and sales disclosure stamp

SPECIAL WARRANTY DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of 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
 9. Auditor's transfer stamp and sales disclosure stamp

TRUSTEE'S DEED – IC 30-1-9; IC 36-2-11

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of 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
 9. Auditor's transfer stamp and sales disclosure stamp

U.S. MARSHALL'S DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor – U.S.)
 2. To parties (Grantee)
 3. Other parties (Grantor – Defendant)
 4. Legal description
 5. Grantee's addresses at conclusion of document
 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 sales disclosure stamp

WARRANTY DEED – IC 32-17; IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of 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
 9. Auditor's transfer stamp and sales disclosure stamp

TAX TITLE DEED – IC 6-1.1-25; IC 32-21; 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's addresses at conclusion of document
 9. Signatures with names typed or printed below or next to each name
 10. Signed by the Auditor
 11. Attested to by the Treasurer
 12. Acknowledged by the Clerk of the Circuit Court
 13. Prepared by statement
 14. Social Security redaction statement
 15. Auditor's transfer stamp and sales disclosure stamp

EASEMENTS & ENCROACHMENTS

EASEMENTS – IC 32-23-2-5; IC 36-2-11; IC 32-5-1-4

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of document
 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 sales disclosure stamp

ENCROACHMENTS – IC 32-23-2-5; IC 36-2-11; IC 32-5-1-4

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of 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
 9. Auditor's transfer stamp and sales disclosure stamp

ENVIRONMENTAL DISCLOSURE

ENVIRONMENTAL DISCLOSURE STATEMENT – IC 13-25-3

- Requires:
1. Transferor (Grantor)
 2. Transferee (Grantee)
 3. Other parties (Lender)
 4. Legal description
 5. Social Security redaction statement

Comments: Does not require acknowledgement or notarization
Does not require Auditor's transfer stamp and sales disclosure stamp
Does not require prepared by statement

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
 5. Prepared by statement

Comments: If it deals with a lien on real estate, it must have a legal description.
If lien is not re-filed within 10 years of 1st lien, it is automatically released
(see note on tax lien)

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
 6. Prepared by statement

Comments: If it deals with a lien on real estate, it must have a legal description.

Note: State Tax Liens are handled by the Clerk of the Circuit Court.

LIENS

AMBULANCE LIENS – IC 32-33-5; IC 32-28

- Requires:
1. From parties (Grantor – Provider)
 2. To parties (Grantee – Patient)
 3. Addresses
 4. Amount
 5. Date services provided
 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: Do not mail notices

ASSESSMENT LIENS – IC 32-25-6-3; IC 14-33-10-4; IC 32-25-6

- 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 each name
 7. Signatures acknowledged or notarized
 8. Prepared by statement
 9. Social Security redaction statement

Comments: Mail out notices

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

Comments: Mail out notices

COUNTY WELFARE LIENS – IC 12-14-16-2

- Requires:
1. Individual (Grantor)
 2. County (Grantee)
 3. Amount
 4. Addresses
 5. Date assistance starts
 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. Recorded with no fee

Comments: Do not mail out notices

EMPLOYEE LIENS – IC 32-28-12; IC 32-28

- Requires:
1. Company/Employer (Grantor)
 2. Employee (Grantee)
 3. Dates of employment
 4. Legal description (optional)
 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: Mail out notices

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

Comments: Do not mail out notices

INKEEPER'S LIENS – IC 32-33-6; IC 32-28

- Requires:
1. Individual (Grantor)
 2. Company (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

Comments: Do not mail out notices

MENTAL HEALTH LIENS – IC 12-24-15; IC 12-15-8; IC 12-14

- Requires:
1. Individual (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

STATE WELFARE LIENS – IC 12-14-16-3

- Requires:
1. Individual (Grantor)
 2. State (Grantee)
 3. Amount
 4. Addresses
 5. Date assistance starts
 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. Recorded with no fee

Comments: Do not mail out notices

MECHANIC'S LIENS AND RELEASES

PRE-MECHANIC'S LIEN NOTICES – IC 32-28; IC 36-2

- 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

MECHANIC'S LIENS – IC 32-28

- 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
Mail out notices to all Grantors

MECHANIC'S LIEN RELEASES – IC 32-28

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

Comments: Attorneys CAN NOT sign on behalf of their clients unless they have a recorded POA
Only principles of the entity that place the lien may sign the release without a recorded POA

MECHANIC'S LIEN RELEASE BY AFFIDAVIT – IC 32-28-3; IC 32-28; IC 36-2

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

Comments: Should say (a) that 13 months have elapsed and that there is no legal action pending and that the mechanic's lien should be release due to time lapse; or (b) that a certified letter was sent to the lien holder and that no legal action is pending. Copies of letter and certified receipts should be attached. Since we can not certify the face of the record as stated in the statute, request a certification be typed on the affidavit for you to sign releasing the lien before you record it.

MISCELLANEOUS DOCUMENTS

BILL OF SALE – IC 26-1-2-107 and 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. Prepared by statement
 7. 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

- 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

COMMITMENTS – IC 36-2-7

- 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

DEATH CERTIFICATE – IC 36-2-11; IC 32-21

- 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

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

Comments: Notarization is not required

VACATION – IC 36-7-3-10; IC 32-21; IC 36-2-7-10

- Requires:
1. From parties
 2. Legal description of street, alley, plat, etc.
 3. Signature of governing authority 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

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

Comments: Notarization is not required

MORTGAGES & 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

PROMISSARY NOTE – IC 32-29; IC 36-2-7-10

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Description
 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 – IC 32-29; IC 36-2-7-10

- Requires:
1. From parties (Grantor)
 2. To parties (Grantees)
 3. Legal description
 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
 9. Grantee's addresses at conclusion of document

SUBORDINATION – IC 32-29; IC 36-2-7-10

- Requires:
1. From parties (Grantor – Bank)
 2. To parties (Grantee – Bank)
 3. Other parties (Borrowers)
 4. Cross references to original recorded mortgage documents – at least one, preferably two
 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

SUBORDINATION – ATTORNMENT & DISTURBANCE AGREEMENT – IC 32-29; IC 36-2-7-10

- 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

Comments: May have a cross reference to a mortgage(s). If so, it does not need a legal description.

MORTGAGE RELEASE – IC 32-29

- 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 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 acknowledge 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, HORIZONTAL PROPERTIES

CEMETERY PLATS – 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

HORIZONTAL PROPERTY REGIME – IC 32-25-7; IC 36-2-7-10

- Require
1. Title of Horizontal property Regime at the top of the document
 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
 7. Approvals from the various governmental agencies
 8. Floor plans/As-built survey (Could be recorded as a separate document)
 9. Declaration of Covenants & Restrictions (Could be recorded as a separate document)
 10. By-laws (Could be recorded as a separate document)

Comments: Printed on 18 x 24 inch paper. One copy will be kept by the recorder.

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. 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
 7. Approvals from the various governmental agencies
 8. Declaration of Covenants & Restrictions (Could be recorded as a separate document)

Comments: Printed on 18 x 24 inch mylar (paper and velum are not acceptable). One mylar copy will be kept by the recorder.

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

Comments: Printed on 18 X 24 inch paper.

POWER 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

Comments: Recorded instrument number of a Power of Attorney must be cross referenced on a document being signed by an Attorney in Fact. If a Power of Attorney is presented with another document being signed by an Attorney in Fact, the Power of Attorney must be recorded first.

MISCELLANEOUS RELEASES

AMBULANCES LIEN RELEASES – IC 32-33-5

- 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

ATTORNEY'S LIEN RELEASES – IC 32-28-5; IC 33-43-4; IC 32-28

- 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

COUNTY WELFARE LIEN RELEASES – IC 12-14-5-8

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded lien 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
 8. Recorded with no fee

DISSOLUTION/RELEASE OF ASSUMED BUSINESS NAME – IC 23-15-1

- 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 RELEASES – IC 32-23-2

- 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

EMPLOYEE LIEN RELEASES – IC 32-28-12

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded employee 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

HOSPITAL LIEN RELEASES – IC 32-33-4

- 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

INNKEEPER'S LIEN RELEASES – IC 32-33-6; IC 16-41-27-29

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded innkeeper's lien document
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepare 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

LAND CONTRACT RELEASE – IC 36-2-7-10

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

MENTAL HEALTH LIEN RELEASE – IC 12-24-15

- 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
 8. Recorded with no fee

POWER OF ATTORNEY REVOCATION/RELEASE – IC 30-5-3

- 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

STATE WELFARE LIEN RELEASE – IC 12-14-16

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded State Welfare 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
 8. Recorded with no fee

TRUST REVOCATION/RELEASE – IC 30-4-3

- Requires:
1. From parties (Grantor)
 2. Cross reference to original recorded trust document
 3. Signatures with names typed or printed below or next to each name
 4. Signatures acknowledge or notarized
 5. Prepared by statement
 6. Social Security redaction statement

MILITARY SERVICE DISCHARGE / DD-214

MILITARY SERVICE DISCHARGE / DD-214 – IC 10-17-2

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Recorded with no fee

Comments: Identification and information for the person requesting the copy, especially if it is someone other than the veteran. Copies certified or regular, are at no fee.

DELIQUINET SEWER LIENS & RELEASES

DELIQUINET SEWER LIENS – IC 36-9-23; IC 8-1.5-5

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses
 5. Parcel number of delinquent property
 6. Amount, including penalties
 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

DELIQUENT SEWER LIEN RELEASES – IC 36-9-23; IC 8-1.5-5

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded sewer lien document
 4. Legal description
 5. Addresses
 6. Parcel number of delinquent property
 7. Amount, including penalties
 8. Signatures with names typed or printed below or next to each name
 9. Signatures acknowledged or notarized
 10. Prepared by statement
 11. Social Security redaction statement

STATE HIGHWAY RIGHT OF WAY

STATE HIGHWAY RIGHT OF WAY – IC 8-23-23

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Grantee's addresses at conclusion of 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
 9. Auditor's transfer stamp and sales disclosure stamp
 10. Recorded at no fee (must have IC on document)

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

TRUST

TRUST – IC 30-4-2

- 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 sales disclosure stamp
 9. Grantee's addresses at conclusion of document

UNDERGROUND UTILITY

UNDERGROUND UTILITY – IC 8-1-26

- Requires:
1. From parties (Grantor)
 2. Section, township, and range where utilities are located
 3. Signatures with names typed or printed below or next to each name
- Comments: Does not need to be acknowledged or notarized. Does not need a prepared by statement. Does not need a Social Security redaction statement.