

## Recording Requirements

### Preparer Information:

Nearly all of Indiana's recording requirements have been part of State code since 2006. Many have been effective for much longer. Your compliance will help you avoid re-recording fees, as well as costly delays in the turnaround time in which your documents are processed. In some cases, failure to comply could also pose future liabilities if your recorded documents become part of a legal proceeding.

#### Please note:

**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.** (IC 36-2-11-16.5)

Below are some of the most fundamental requirements. Please remember them when you are preparing instruments for recording in the state of Indiana:

### Names (IC 36-2-11-16)

- Print names of those executing a document, below signatures.
- The name of each person who executed the instrument must appear ***identically*** throughout the body of the instrument, in the acknowledgement or jurat, in the signature and beneath the signature.

### Notarization (IC 32-21-2-3)

- Names must be printed and legible (dark enough to read). All notary stamps must include a county of residence and a date when commission expires.
- Black ink on notary stamps remains the best way to ensure accurate and timely recording.
- No notary services are available in the Recorder's Office for documents that will be recorded in the Recorder's Office.

### Affirmation Statement for Redaction of Social Security Numbers

(IC 36-2-11-15)

- Documents that are prepared or notarized in the State of Indiana are required to have the following statement in the following form: *"I affirm, under the penalties for perjury, that I have taken reasonable care to redact each social security number in this document, unless required by law."*
- A typewritten or legibly printed name must follow this statement. Signatures are not required.

### "Prepared by" Statement (IC 36-2-11-15)

- Documents that are prepared and notarized in Indiana must include the statement: *"This document prepared by."*

- A typewritten or legibly printed name must follow this statement. Signatures are not required.

#### **Auditor Endorsement (IC 36-2-11-14)**

- Transfer of deeds of taxation require the County Auditor stamp of “*Duly Entered for Taxation*” before they can be recorded.
- In 2021, substantial changes to sales disclosure forms occurred. If you prepare property transfers of any type, please make sure that you are familiar with and are using the new form

#### **Grantee’s address (IC 32-21-2-3)**

- Effective July 1, 2007, a physical address for the grantee must be listed on all conveyances, preferably at the top of the first page. *P.O. boxes are not acceptable*. Address to which tax statements should be mailed is also required.

#### **Cross References:**

- Please make sure that you are using the correct ten-digit instrument number or the correct book and page when you are preparing instruments that require a cross-reference number (i.e. POAs, releases, affidavits)

#### **Accepting Copies of Original Documents:**

*(House Enrolled Act (HEA) 1111, Amending IC 36-2-11-16)*

- As of July 1, 2008, County Recorders in the State of Indiana are required to accept copies of documents. Previously, individual Recorders could choose to reject documents that were not originals, however, under this law: “a recorded copy shall have the same effect as if the original document had been recorded.”
- Preparers must stamp “*copy*” on all documents that are not originals. Copies will not be accepted for recording if this provision is not met. The “*copy*” stamp should be prominently displayed, ideally on the first page.

#### **Blanket Documents**

A blanket document is an instrument that attempts to cover multiple, separate and unrelated transactions, tracts, or parties within a single recording. Blanket documents including but not limited to blanket assignments, releases, satisfactions, liens, and/or miscellaneous documents will not be accepted for recording.

Each transaction must be submitted as a separate document as blanket documents cannot be properly indexed as required by IC 36-2-11-12. Under IC 36-2-11-8 and IC 36-2-11-16, the Recorder may refuse to record any instrument that does not meet statutory recording and indexing standards. This policy follows the guidance of the Indiana Recorder’s Association Recording Manual, which advises that blanket instruments are not recordable.

If you have any questions, please contact the Recorder’s Office at 812-649-6013.