



# Department of Local Government Finance

## Sales Disclosure Form Overview & Changes

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# Agenda

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- Sales Disclosure Form Background
- Sales Disclosure Form Basics
- SDF Committee
- LSA Document No. 19-635 & 50 IAC 26
- Current Version vs. 2021 Version



# Sales Disclosure Form Background



# Sales Disclosure Form Background

- Beginning in 1993, the Department was tasked with prescribing the Sales Disclosure Form for local assessing officials to collect sales data that would assist with the study of fair market value and the true tax value of properties in Indiana.
- The sales data compiled under the Sales Disclosure Form was primarily used to measure the equity and uniformity of assessed values through the ratio study process.



# Sales Disclosure Form Background

- In 2008, the General Assembly passed HEA 1293, which required the Department to revise the previous version of the Sales Disclosure Form to reflect the requirements of the new law.
- Under the new law, the Sales Disclosure Form was expanded to allow taxpayers to use the form as an application for certain deductions. Additionally, the definition of “conveyance document” was revised to also include documents for compulsory transactions and partitions of land.



# Sales Disclosure Form Background

- In order to properly record a property conveyance document, the Sales Disclosure Form originally had to be filed with both the county auditor and the county recorder.
- While there have been eleven (11) versions of the Sales Disclosure Form since 1993, the form has not been updated since 2011.



# Sales Disclosure Form Background

- Why has the Sales Disclosure Form not been updated since 2011?
  - Ind. Code § 6-1.1-31.5-2
    - Unlike other forms that are prescribed by the Department, Ind. Code § 6-1.1-31.5-2 requires the Department to adopt rules that provide for the file specifications for the information contained in the Sales Disclosure Form, and any modification of the form would require an update to the corresponding file specifications.



# Sales Disclosure Form Basics





# Sales Disclosure Form Basics

- The Sales Disclosure Form must be completed for any transfer of a real property interest for valuable consideration that is transferred under a “conveyance document”.



# Sales Disclosure Form Basics

## IC 6-1.1-5.5-2

### “CONVEYANCE DOCUMENT” DEFINED

**Sec. 2. (a)** As used in this chapter, “conveyance document” means any of the following:

**(1)** Any of the following that purports to transfer a real property transfer for valuable consideration:

**(A)** A document.

**(B)** A deed.

**(C)** A contract of sale.

**(D)** An agreement.

**(E)** A judgment.

**(F)** A lease that includes the fee simple estate and is for a period in excess of ninety (90) years.

**(G)** A quitclaim deed serving as a source of title.

**(H)** Another document presented for recording.



# Sales Disclosure Form Basics

## IC 6-1.1-5.5-2 (CONTINUED)

### “CONVEYANCE DOCUMENT” DEFINED

(2) Documents for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, condemnation, or probate.

(3) Documents involving the partition of land between tenants in common, joint tenants, or tenants by the entirety.

(b) The term does *not* include the following:

(1) Security interest documents such as mortgage and trust deeds.

(2) Leases that are for a term of less than ninety (90) years.

(3) Agreements and other documents for mergers, consolidations, etc.

(4) Quitclaim deeds not serving as a source of title.

(5) Public utility or governmental easements or rights-of-way.



# Sales Disclosure Form Basics

- Who must complete the Sales Disclosure Form?
  - The transferor and the transferee.
    - All parties may sign one (1) form, or if all parties do not agree on the information to be included on the completed form, each party may sign and file a separate form.
    - For transactions involving more than two (2) parties, one (1) transferor and one (1) transferee signing the form is sufficient.



# Sales Disclosure Form Committee



# SDF Committee

- The Department formed a Sales Disclosure Form Revision Committee in mid-2018, including:
  - Allen County Assessor & First Deputy
  - Indiana Land Title Association
  - Indiana Association of Realtors
  - Nexus Group
  - Indiana State Bar Association
  - Indiana Business Research Center



# SDF Committee

- The SDF Committee met several times to discuss potential changes and improvements to the Sales Disclosure Form, engage with additional stakeholders, and review feedback and questions from local assessing officials and stakeholders.



# LSA Document No. 19-635 & 50 IAC 26





# LSA Document 19-635 & 50 IAC 26

- In addition to working with the SDF Committee to incorporate the necessary updates for the Sales Disclosure Form, the Department initiated the administrative rulemaking process to update the file specifications under 50 IAC 26.
  - Notice of Intent – Published [December 4, 2019](#)
  - Proposed Rule – Published [May 27, 2020](#)
  - [Public Hearing](#) – June 24, 2020



# LSA Document 19-635 & 50 IAC 26

- The Final Rule for LSA Document No. 19-635 containing the updated file specifications for the Sales Disclosure Form was adopted by the Department on July 1, 2020.
- The Final Rule documents are currently being reviewed by the Office of the Attorney General, and the deadline for approval by the Office of the Attorney General is November 1, 2020.



# LSA Document 19-635 & 50 IAC 26

- Additional information related to the Sales Disclosure Form File Specification Updates can also be found at:
  - <https://www.in.gov/dlgf/2449.htm>
  - <http://iac.iga.in.gov/iac//irtoc.htm?Isayear=19&Isado c=635&view=list&Idn=Y>



# Current Version vs. 2021 Version



# Revised Sales Disclosure Form – Effective Date

- The revised and newly created forms below will be available for use starting January 1, 2021:
  - Sales Disclosure Form (State Form 46021)
  - Addendum Sales Disclosure Form – Agricultural or Residential Property (State Form 57017)
  - Addendum Sales Disclosure Form – Commercial or Industrial Property (State Form 57018)



# Summary of SDF Revisions

- Modifications are primarily related to grouping data fields together in a more logical way.
- Adds a few additional data points to include information that is specific to the various property types.
- Revised form has been designed to reduce the number of rejections.
- Incorporates revisions related to 2020 Legislation.



# Sales Disclosure Form - Instructions

- In addition to updating the Sales Disclosure Form, the Department is also currently working on updates and revisions to the Instructions that are included along with the form.
- These instructions will be available prior to the release of the revised Sales Disclosure Form on January 1, 2021.



# 2020 Legislative Changes

- During the 2020 Legislative Session, SEC. 9 of HEA 1113 removed specific data points related to seller provided financing.

~~(14) The terms of seller provided financing, such as interest rate, points, type of loan, amount of loan, and amortization period; and whether the borrower is personally liable for repayment of the loan.~~

- These fields have also been removed from the Sales Disclosure Form.





# 2020 Legislative Changes

- Additionally, SEC. 8 of HEA 1113 that certain data no longer has to be reported to both the Department and LSA. Beginning July 1, 2020, the Sales Disclosure Form data submissions will only have to be reported to the DLGF.

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**Sales Disclosure Data**

(SALEDISC, SALECONTAC, SALEPARCEL)

*Due January 31*

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# Part 1A – Property Information

## REVISIONS?

- Font/Spacing
- Property Number  
vs.  
Parcel Number
- Space for Single  
Parcel

### CURRENT VERSION

PART 1 – To be completed by BUYER/GRANTEE and SELLER/GRANTOR			
A. PROPERTY TRANSFERRED – MUST BE CONVEYED ON A SINGLE CONVEYANCE DOCUMENT			
1. Property Number	Check box if applicable to parcel	5. Complete Address of Property	6. Complete Tax Billing Address (if different from property address)
A.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		

### 2021 VERSION

PART 1 – To be completed by BUYER/GRANTEE and SELLER/GRANTOR			
A. PROPERTY TRANSFERRED – Must be conveyed on a single conveyance document (Additional contiguous properties can be listed on Page 5.)			
1. Parcel Number or Tax Identification Number	Check all boxes applicable to parcel.	5. Complete Address of Property	6. Complete Tax Billing Address (if different from property address)
A.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		



# Part 1B - Conditions

B. CONDITIONS - IDENTIFY ALL THAT APPLY		
If condition 1 applies, filer is subject to disclosure and a disclosure filing fee.		
YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	1. A transfer of real property interest for valuable consideration.
<input type="checkbox"/>	<input type="checkbox"/>	2. Buyer is an adjacent property owner.
<input type="checkbox"/>	<input type="checkbox"/>	3. Vacant land.
<input type="checkbox"/>	<input type="checkbox"/>	4. Exchange for other real property ("Trade").
<input type="checkbox"/>	<input type="checkbox"/>	5. Seller paid points. <i>(Provide the value Table C Item 12.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	6. Change planned in the primary use of the property? <i>(Describe in special circumstances in Table C Item 3.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	7. Existence of family or business relationship between buyer and seller. <i>(Complete Table C Item 4.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	8. Land contract. Contract term (YY): _____ and contract date (MM/DD/YYYY): _____
<input type="checkbox"/>	<input type="checkbox"/>	9. Personal property included in transfer. <i>(Provide the value Table C Item 5.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	10. Physical changes to property between March 1 and date of sale. <i>(Describe in special circumstances in Table C Item 3.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	11. Partial interest. <i>(Describe in special circumstances in Table C Item 3.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	12. Easements or right-of-way grants.

## CURRENT VERSION

If conditions 13-15 apply, filers are subject to disclosure, but no disclosure filing fee.		
YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	13. Document for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, or probate.
<input type="checkbox"/>	<input type="checkbox"/>	14. Documents involving the partition of land between tenants in common, joint tenants, or tenants by the entirety.
<input type="checkbox"/>	<input type="checkbox"/>	15. Transfer to a charity, not-for-profit organization, or government.



# Part 1B - Conditions

2021 VERSION

## REVISIONS?

- Font/Spacing
- Additional Instructions
- Parcel Number of Traded Property

B. CONDITIONS – Check only those that apply.			YES	NO	CONDITION
<i>If condition 1 applies, filer is subject to disclosure and a disclosure filing fee.</i>					
<input type="checkbox"/>	<input type="checkbox"/>	1. A transfer of real property interest for valuable consideration.	<input type="checkbox"/>	<input type="checkbox"/>	<b>7. Easements or right-of-way grants.</b> <i>(Please note that: (i) public utility/governmental easements; or (ii) rights-of-way that do not transfer fee simple; do not require a sales disclosure form. See the instructions for more information.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	2. Buyer is an adjacent property owner.			
<input type="checkbox"/>	<input type="checkbox"/>	3. Vacant land <i>(No structures on land)</i>			
<input type="checkbox"/>	<input type="checkbox"/>	4. Exchange for other real property (“Trade”) Parcel number of traded property: _____			
<input type="checkbox"/>	<input type="checkbox"/>	5. Land contract. Contract term (YYYY-YYYY): _____ Contract date (MM/DD/YYYY): _____			
<input type="checkbox"/>	<input type="checkbox"/>	6. Partial interest Describe: _____ _____ _____			
<input type="checkbox"/>	<input type="checkbox"/>	8. Document for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, eminent domain, or probate.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	9. Documents involving the partition of land between tenants in common, joint tenants, or tenants by entirety.	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	10. Transfer to a charity, not-for-profit organization, or governmental entity or agency.	<input type="checkbox"/>	<input type="checkbox"/>	



# Part 1C – Transaction Details

C. SALES DATA – DISCLOSE VALUE OF ITEMS LISTED IN TABLE B, ITEMS 1-15		
1. Conveyance date (MM/DD/YYYY): _____		
2. Total number of parcels: _____		
3. Describe any unusual or special circumstances related to this sale, including the specification of any less-than-complete ownership interest and terms of seller financing.		
_____		
_____		
_____		
_____		
_____		
_____		
YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	4. Family or business relationship existing between buyer and seller? Amount of discount: \$ _____
Disclose actual value in money, property, a service, an agreement, or other consideration.		

## CURRENT VERSION

5. Estimated value of personal property:	\$	
6. Sales price:	\$	
YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	7. Is the seller financing sale? If yes, answer questions (8-13).
<input type="checkbox"/>	<input type="checkbox"/>	8. Is buyer/borrower personally liable for loan?
<input type="checkbox"/>	<input type="checkbox"/>	9. Is this a mortgage loan?
10. Amount of loan:	\$	
11. Interest rate:	%	
12. Amount in points:	\$	
13. Amortization period:		





# Specific Property-Type Sections - NEW

<b>10. Select the type(s) of property below and fill out corresponding page(s). Check all that apply.</b>	
<input type="checkbox"/> <b>Residential</b> (Complete Page 2, Sec. D-E)	<input type="checkbox"/> <b>Agricultural</b> (Complete Page 2, Sec. D-E)
<input type="checkbox"/> <b>Commercial</b> (Complete Page 2, Sec. F-G)	<input type="checkbox"/> <b>Industrial</b> (Complete Page 2, Sec. F-G)

- While the revised Sales Disclosure Form will contain a few additional fields, the form has been broken down into property-type sections to aid both assessing officials and form preparers.



# Part 1D – Residential/Agricultural Sales Data

## RESIDENTIAL OR AGRICULTURAL PROPERTY

### D. SALES DATA – Complete only those that apply.

Information contained in question 3 is confidential and non-disclosable under IC § 5-14-3-4

YES	NO	CONDITION	3. Planned use of the property?
<input type="checkbox"/>	<input type="checkbox"/>	1. Changes to the property between Jan. 1 and sale date? Describe: _____	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	2. Property is a residential rental property.	_____

*Part 1B(12)*

*Part 1C(3)*

*Part 1B(6)*

- Part 1D questions were previously included in Part 1B and Part 1C of the Current Sales Disclosure Form.
- Confidential Information Designation Option





# Part 1E – Residential/Agricultural Finance Data

Part 1C(6)  
Part 1C(5)  
Part 1C(12)  
Part 1C(4)  
Part 1C(3)

E. FINANCE DATA – Complete only those that apply.				
	YES	NO	CONDITION	
1. Sales Price: _____				<b>Part 1C(7)</b>
2. Personal Property included in transfer. Amount: _____	<input type="checkbox"/>	<input type="checkbox"/>	6. Is the seller financing the sale? (If yes, answer questions 7-8)	<b>Part 1C(8)</b>
3. Seller paid points/closing costs. Amount: _____	<input type="checkbox"/>	<input type="checkbox"/>	7. Is buyer/borrower personally liable for loan?	
4. Existence of family or business relationship between the buyer and the seller. Amount of discount (if any): \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	8. Is this a mortgage loan?	<b>Part 1C(9)</b>
5. Describe any less-than-complete ownership interest and terms of seller financing. _____	<input type="checkbox"/>	<input type="checkbox"/>	<b>9. Was an appraisal done?</b>	

- Part 1E questions were previously included in Part 1C of the Current Sales Disclosure Form.
- Failure to answer *Italicized* question should NOT result in a denial of the underlying conveyance documents.



# Part 1F – Commercial/Industrial Sales Data

## COMMERCIAL OR INDUSTRIAL PROPERTY

### F. SALES DATA – Complete only those that apply.

Information contained in question 3 is confidential and non-disclosable under IC § 5-14-3-4.

YES	NO	CONDITION	
<input type="checkbox"/>	<input type="checkbox"/>	1. Changes to the property between Jan. 1 and sale date? Describe: _____	3. Planned use of the property? Describe: _____ _____ _____
<input type="checkbox"/>	<input type="checkbox"/>	2. Property is a residential rental property.	

*Part 1B(12)*  
*Part 1C(3)*

*Part 1B(6)*

- Part 1F questions were previously included in Part 1B and Part 1C of the Current Sales Disclosure Form.
- Confidential Information Designation Option



# Part 1G – Commercial/Industrial Finance Data

G. FINANCE DATA – Complete only those that apply.		
<input type="checkbox"/> Information contained in questions 2-12 is confidential and non-disclosable under IC § 5-14-3-4 and IC § 6-1.1-35-9		
1. Sales price. Amount: _____		
Check only those conditions that apply.		
YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	2. Sale price included an existing business?
<input type="checkbox"/>	<input type="checkbox"/>	3. <i>Sale price included a liquor license?</i>
<input type="checkbox"/>	<input type="checkbox"/>	4. <i>Transaction was part of a portfolio sale?</i>
<input type="checkbox"/>	<input type="checkbox"/>	5. <i>Any part of the property was leased at time of sale?</i>
<input type="checkbox"/>	<input type="checkbox"/>	6. <i>Sale included property receiving an abatement?</i>
<input type="checkbox"/>	<input type="checkbox"/>	7. <i>Appraisal was completed for the sale?</i> Appraisal Value \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	8. <i>Sale included property in a Tax Increment Finance (TIF) District?</i>
9. How was the sale financed? (Check any that apply.)		
<input type="checkbox"/> All Cash <input type="checkbox"/> Seller Financing <input type="checkbox"/> Construction Loan <input type="checkbox"/> Mortgage Loan <input type="checkbox"/> Sale Leaseback <input type="checkbox"/> Small Business Loan		
10. <i>How was property marketed?</i> <input type="checkbox"/> Word of mouth <input type="checkbox"/> List with broker <input type="checkbox"/> For sale sign <input type="checkbox"/> Buyer approached		
11. <i>Special Circumstances? (Check any that apply.)</i>		
<input type="checkbox"/> Sale between same business entity <input type="checkbox"/> Sale in lieu of foreclosure <input type="checkbox"/> Sold at auction <input type="checkbox"/> Trade of equipment or services <input type="checkbox"/> Sale of partial interest		
12. Value of personal property included: \$ _____		
13. Value of intangible personal property included: \$ _____		

Part 1C(6)

Part 1C(7)  
Part 1C(9)

Part 1C(5)

- Part 1G questions were previously included in Part 1C of the Current Sales Disclosure Form.
- Failure to answer *italicized* question should NOT result in a denial of the underlying conveyance documents.



# Part 1(I) & 1(J) – Seller(s) & Buyer(s)

## 2021 VERSION

I. SELLER(s)/GRANTOR(s)	
Seller 1 – Name as it appears on conveyance document	
Address (number and street)	
City, state, and ZIP Code	
Country	
E-mail address	Telephone number ( )

J. BUYER(s)/GRANTEE(s) – APPLICATION FOR PROPERTY	
Buyer 1 – Name as it appears on conveyance document	
Address (number and street)	
City, state, and ZIP Code	
Country	
E-mail address	Telephone number ( )

- Only substantive change to Part 1(I) and Part 1(J) is the addition of a “Country” field.
- Minor formatting and spacing modifications.



# Application for Certain Deductions

## CURRENT VERSION

YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	1. Will this property be the buyer's primary residence? Provide complete address of primary residence, including county:
<hr/> <i>Address (Number and Street)</i>		
<i>City, State ZIP Code</i>		<i>County</i>
<input type="checkbox"/>	<input type="checkbox"/>	2. Does the buyer have a homestead in Indiana to be vacated for this residence? If yes, provide complete address of residence being vacated, including county:
<hr/> <i>Address (Number and Street)</i>		
<i>City, State ZIP Code</i>		<i>County</i>

## 2021 VERSION

Pursuant to IC 6-1.1-12-44, the Sales Disclosure Form may be used to:		
YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	1. Will this property be the buyer's primary residence?
<input type="checkbox"/>	<input type="checkbox"/>	2. Does the buyer have a homestead to be vacated for this residence? If yes, provide address:
<hr/> <i>Address (number and street)</i>		
<i>City, state, and ZIP Code</i>		<i>County</i>

- Simplified what information needs to be provided in order to claim Homestead Deduction.



# Signature Requirements

## CURRENT VERSION

## 2021 VERSION

<i>Signature of Buyer 1</i>		
<i>Printed Legal Name of Buyer 1</i>	<i>Sign Date (MM/DD/YYYY)</i>	
<i>Last 5 digits of Buyer 1 Driver's License/ID/Other Number</i>	<i>State</i>	<i>Last 5 Digits of Social Security Number</i>

<i>Signature of Buyer 1</i>	
<i>Printed Legal Name of Buyer 1</i>	<i>Sign Date (MM/DD/YY)</i>
<i>Last 5 Digits of Buyer 1 Driver's License/ID/Other Number</i>	

- To better reflect the information that is required for the Homestead Deduction (IC 6-1.1-12-37), the Signature field will no longer include a space for the Buyer to include both the Last 5 digits of SSN and the Last 5 digits of Driver's License/ID/Other Number.



# Part 3 – County Auditor

2021 VERSION

PART 3 – COUNTY AUDITOR				
<b>Auditor Stamp</b>	1. State sales disclosure fee amount collected: \$ _____	YES	NO	CONDITION
	2. Other local fee: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	6. Is form completed?
	3. Total fee collected: \$ _____	<input type="checkbox"/>	<input type="checkbox"/>	7. Is state sales disclosure fee collected?
	4. Auditor receipt book number: _____	<input type="checkbox"/>	<input type="checkbox"/>	8. Attachments complete?
	5. Date of transfer (mm/dd/yyyy): _____			

- Clarification has been added specifying that the referenced “disclosure fee” is the State Sales Disclosure Fee.



# Sales Disclosure Part 1(A) - NEW



## SALES DISCLOSURE PART 1(A)

State Form 55832 (R / 1-21)

**PRIVACY NOTICE:** The telephone numbers and Social Security numbers of the parties on this form are confidential according to IC 6-1.1-5.5-3. Do NOT place personally identifiable information (e.g. consulate numbers, passport numbers; government ID numbers, etc.) on this form as it may become publicly available.

SDF ID 

--	--	--

  
County    Year    Unique ID

<b>PART 1 – To be completed by BUYER/GRANTEE and SELLER/GRANTOR</b> <b>A. PROPERTY TRANSFERRED – Must be conveyed on a single conveyance document.</b> (Multiple parcels can be listed on this form and attached to State Form 46021 only if they are contiguous and located entirely within a single taxing district.)			
1. Parcel Number or Tax Identification Number	Check all boxes applicable to parcel.	5. Complete Address of Property	6. Complete Tax Billing Address (if different from property address)
B.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		
7. Legal Description of Parcel B:			
C.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		

For transactions that involve multiple parcels, Part 1(A) has been added as an additional page for the form. Allows for the eight (8) additional parcels to be added.





# Sales Disclosure Form Addenda - NEW

- In order to give local assessing officials the ability to add additional or modified information related to a property transaction, the Department has developed two (2) Sales Disclosure Form Addenda – (1) Residential/Agricultural; and (2) Commercial/Industrial.
- These Addenda will only be available for use by the local assessing official and will allow additional information to be tied to the transaction without requiring a modification of the original submission.



# State Forms 57017 & 57018 – SDF Addendum



## ADDENDUM SALES DISCLOSURE FORM AGRICULTURAL OR RESIDENTIAL PROPERTY

State Form 57017 (1-21)

Prescribed by Department of Local Government Finance  
Pursuant to IC 6-1.1-5.5

**INSTRUCTIONS:** This form should only be used by assessing officials to modify or note additional information about a sale that is identified after the original Sales Disclosure Form has been submitted.



## ADDENDUM SALES DISCLOSURE FORM COMMERCIAL OR INDUSTRIAL PROPERTY

State Form 57018 (1-21)

Prescribed by Department of Local Government Finance  
Pursuant to IC 6-1.1-5.5

**INSTRUCTIONS:** This form should only be used by assessing officials to modify or note additional information about a sale that is identified after the original Sales Disclosure Form has been submitted.

### F. ADDITIONAL INFORMATION

1. Physical changes to the property identified after the submission of the original Sales Disclosure Form: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Identify any additional special circumstances or information relating to the sale identified after the submission of the original Sales Disclosure Form: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# State Forms 57017 & 57018 – SDF Addendum

- For both State Form 57017 and State Form 57018, the form includes the same fields that are available on the original Sales Disclosure Form for the corresponding property type, and there is new section on each addendum for the local assessing official to add any additional information that is relevant for the transaction.
  - Part 1(F)(2)



# Questions?

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