



Department of Local Government Finance

Sales Disclosure Form Overview

August 20, 2025



Disclaimer

- This presentation and other Department of Local Government Finance materials are not a substitute for the law. The following is not legal advice, just an informative presentation. The Indiana Code always governs.



Agenda

- Sales Disclosure Form Background
- Conveyances Subject to Sales Disclosure Form
- Sales Disclosure Form Filing Basics
- Sales Disclosure Form Sections
- Frequently Asked Questions



Sales Disclosure Form Background



Back to the Beginning...

- Beginning in 1993, the State Board of Tax Commissioners 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.

Senate Enrolled Act 637 (1993 Session)



2008 Legislative Session

- 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.



2020 & 2022 Legislative Session

- In 2020, the General Assembly passed HEA 1113, which eliminated certain details about the terms of seller provided financing from the Sales Disclosure Form.
- In 2022, the General Assembly passed SEA 357, which specified that after December 31, 2023, a county assessor or county auditor may not refuse to accept a sales disclosure form for filing because the form is an electronic document.



Form Versions

- 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 fourteen (14) versions of the Sales Disclosure Form since it was established, the form was not updated for almost ten (10) years after it was revised in 2011.



Form File Specifications

- *Why was there such a long gap between revisions to the Sales Disclosure Form?*
- 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.



Conveyances Subject to Sales Disclosure Form



When is a Sales Disclosure Form Required?

- Ind. Code § 6-1.1-5.5-1 “Conveyance” defined
- Sec. 1. As used in this chapter, “conveyance” means any transfer of a real property interest for valuable consideration.



When is a Sales Disclosure Form Required?

- Three primary questions that should be considered are:
 1. Was there a transfer of a real property interest?
 2. Was the transfer for valuable consideration?
 3. Was the real property interest transferred under a “conveyance document”?



What is Valuable Consideration?

- “Valuable consideration” means consideration that is valid under the law; consideration that either confers a pecuniarily measurable benefit on one party or imposes a pecuniarily measurable detriment on the other.
 - May include money, work, performance, assets, or an exchange of goods or services.

Black's Law Dictionary (12th ed. 2024)



What is a “Conveyance Document”?

- 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.



What is a “Conveyance Document”? (2)

- IC 6-1.1-5.5-2
- “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.



Partitions of Land

- “Tenants in common” – A tenancy by two or more persons, in equal or unequal undivided shares, each person having an equal right to possess the whole property but no right of survivorship.
- “Joint tenants” - A tenancy with two or more co-owners who are not spouses on the date of acquisition and have identical interests in a property with the same right of possession.
- “Tenants by the entirety” – Typically an ownership right for a married couple, where both spouses own the entire property and a surviving spouse has the right of survivorship.

Black's Law Dictionary (12th ed. 2024)



What is NOT a “Conveyance Document”?

IC 6-1.1-5.5-2

“Conveyance document” defined

(b) The term does not include the following:

- (1) Security interest documents such as mortgages and trust deeds.
- (2) Leases that are for a term of less than ninety (90) years.
- (3) Agreements and other documents for mergers, consolidations, and incorporations involving solely nonlisted stock.
- (4) Quitclaim deeds not serving as a source of title.
- (5) Public utility or governmental easements or rights-of-way.
- (6) Conveyances to the state.
- (7) Conveyances to a unit (as defined in IC 36-1-2-23).*

**Subdivision (7) was added to the list under HEA 1641 (2025 Session)*



Sales Disclosure Form Filing Basics



Purpose and Requirements

- Indiana law mandates that a Sales Disclosure Form must be reviewed for completeness by the county assessor before being forwarded to the county auditor and must be completed whenever a “conveyance document” is filed.
- The county auditor may not accept a conveyance if: (1) the sales disclosure form is not included with the conveyance document; or (2) the sales disclosure form is incomplete and/or is not stamped by the county assessor.



Purpose and Requirements

- A separate Sales Disclosure Form is required for each parcel conveyed, regardless of whether more than one (1) parcel is conveyed under a single conveyance document.
- However, only one (1) form is required if there is a single conveyance document that conveys two (2) or more contiguous parcels located entirely within a single taxing district.



What is a Contiguous Parcel?

- Although the Indiana Code does not explicitly define "contiguous parcels," this term is commonly understood to refer to two or more pieces of land that either share a common boundary or touch at a single point. These parcels are considered adjacent and typically fall under the same ownership.
- The Department's previous guidance states that two parcels separated by a road are not considered contiguous under the sales disclosure statute.



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.

Ind. Code § 6-1.1-5.5-3



Filing Fees

- A person filing a Sales Disclosure Form is required to pay a fee of \$20 to the county auditor.
 - However, no fee is due if the conveyance is:
 - 1) To a charity.
 - 2) A compulsory transaction as a result for foreclosure or express threat of foreclosure, divorce, court order, condemnation, or probate.
 - 3) A partition of land between tenants in common, joint tenants, or tenants by the entirety.

Ind. Code § 6-1.1-5.5-4



Sales Disclosure Form Cheat Sheet

B. CONDITIONS – Check only those that apply.

If condition 1 applies, filer is subject to disclosure and a disclosure filing fee.

YES	NO	CONDITION
<input checked="" 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 (No structures on land)

YES	NO	CONDITION
<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	9. Documents involving the partition of land between tenants in common, joint tenants, or tenants by entirety.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10. Transfer to a charity, not-for-profit organization, or governmental entity or agency.

✓ Form Required
 ✓ Fee Required

B. CONDITIONS – Check only those that apply.

If condition 1 applies, filer is subject to disclosure and a disclosure filing fee.

YES	NO	CONDITION
<input checked="" 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 (No structures on land)

YES	NO	CONDITION
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	9. Documents involving the partition of land between tenants in common, joint tenants, or tenants by entirety.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Transfer to a charity, not-for-profit organization, or governmental entity or agency.

✓ Form Required
 ✗ No Fee Required



Sales Disclosure Form Cheat Sheet

B. CONDITIONS – Check only those that apply.

If condition 1 applies, filer is subject to disclosure and a disclosure filing fee.

YES

NO

CONDITION

☐☒

1. A transfer of real property interest for valuable consideration.

☐☐

2. Buyer is an adjacent property owner.

☐☐

3. Vacant land (No structures on land)

✗ No Form Required

✗ No Fee Required



Confidential Information

- Telephone numbers and Social Security numbers included in sales disclosure forms are deemed confidential and must be handled accordingly. The following sections may also be subject to confidentiality:

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

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.

G. FINANCE DATA – Complete only those that apply.

☐ Information contained in questions 2-13 is confidential and non-disclosable under IC § 5-14-3-4 and IC § 6-1.1-35-9

Ind. Code § 6-1.1-5.5-3



Italicized Fields

- As referenced in the Sales Disclosure Form instructions, failure to provide a response for any of the italicized fields cannot result in the rejection of the underlying conveyance document by local officials.

NOTE: All questions must be answered to the best of the individual's ability. If the question does not apply, write "N/A" in the space provided. If the information requested is unknown, leave the space provided blank. **Failure to provide a response for the italicized fields shall not result in the rejection of the underlying conveyance document by local officials.**



Consistent Implementation of SDF

- A frequent concern reported to the Department regarding Sales Disclosure Forms is the inconsistency in processing procedures across different counties.
- The Department would note that Ind. Code § 6-1.1-5.5-3(f) specifies that “assessing officials, county auditors, and other local officials may not establish procedures or requirements concerning sales disclosure forms that substantially differ from the procedures and requirements of [Ind. Code § 6-1.1-5.5].”



Sales Disclosure Form Sections



Part 1 (A) – Property Transferred #1-2

PART 1 – To be completed by BUYER/GRANTEE	
A. PROPERTY TRANSFERRED – Must be conveyed, properties can be li	
1. Parcel Number or Tax Identification Number	Check all boxes applicable to parcel.
A.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement

1. Parcel Number – Should be the 18-digit state parcel number; however, if the form is submitted prior to the assignment of the 18-digit number, the parent parcel number or the name of the subdivision and the lot number should be included.

2. Split – Box should be checked if the parcel is split or sectioned off from another parcel included on the form.

 = Required Field under Ind. Code § 6-1.1-5.5-5



Part 1 (A) – Property Transferred #5-7

5. Complete Address of Property	6. Complete Tax Billing Address (if different from property address)

7. Legal Description of Parcel:

5. Address of Property– Should never include a P.O. Box.

6. Tax Billing Address – May include a P.O. Box.

7. Legal Description – If the legal description does not fit in the space provided, the full description may be provided as an attachment.

 = Required Field under Ind. Code § 6-1.1-5.5-5



Part 1 (B) – Conditions #3 & 4

<input type="checkbox"/>	<input type="checkbox"/>	3. Vacant land (No structures on land)
<input type="checkbox"/>	<input type="checkbox"/>	4. Exchange for other real property ("Trade")
Parcel Number of traded property: _____		

3. Vacant Land – A parcel with no improvement value.

4. Exchange for Other Real Property – An exchange of property for another property, commodity, service, or item of like value. Trading does not require the use of money; however, money may be used for a portion, but not all, of the trade.

☐ = Required Field under Ind. Code § 6-1.1-5.5-5



Part 1 (B) – Conditions #5 & 6

<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: _____

- 5. Land Contract – A purchase allowing the grantee possession of the property and the grantor retaining the deed to the property until the terms of the contract are met. The contract term is listed as the starting year through the ending year.
- 6. Partial Interest – Individual does not have one hundred percent (100%) interest in the transferred property.

☐ = Required Field under Ind. Code § 6-1.1-5.5-5



Part 1 (B) – Condition #7

YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	7. Easements or right-of-way grants. (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.)

8. Easements or Right-of-Way Grants – Under Ind. Code § 6-1.1-5.5-2(b), a Sales Disclosure Form is not required for public utility or governmental easements or rights-of-way. Easements and right-of-way grants in all other cases are still considered conveyance documents under the statute and must have a form filed if they are exchanged for valuable consideration.



Part 1 (B) – Conditions #8-10

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Document for compulsory transactions <u>as a result of foreclosure</u> or express threat of foreclosure, divorce, court order, judgment, condemnation, eminent domain, or probate. |
| <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"/> | 10. Transfer to a charity, not-for-profit organization, or governmental entity or agency. |

- If the real property interest is conveyed for valuable consideration, Ind. Code § specifies that conveyances with any of the considerations under Part 1(B) 8-10 do not require a Sales Disclosure Form filing fee.



Part 1(C) – Transaction Details #2-3

YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	1. Sheriff Sale or Tax Sale
<input type="checkbox"/>	<input type="checkbox"/>	2. Short Sale
<input type="checkbox"/>	<input type="checkbox"/>	3. Quitclaim Deed

- **2. Short Sale** – Was the property acquired by the transferee from a short sale or a sale where the sales price was less than the amount outstanding on the mortgage?
- **3. Quitclaim Deed** – Was the property transferred under a quitclaim deed serving as a source of title? *If the property was transferred under a quitclaim deed not serving as a source of title, Ind. Code § 6-1.1-5.5-2(b)(4) specifies that a Sales Disclosure Form is not required.*



Part 1(C) – Transaction Details 5

5. Other: _____

- **5. Other** – Describe any unusual or special circumstances related to this sale, including the identification of a condition of the transaction not outlined in Part 1(C)(1)-(4). Section should only include unusual or special circumstances of the sale; no other additional details should be place in this portion of the form.



Part 1(C) – Transaction Details #7

7. Date conveyance document signed (MM/DD/YYYY): _____

- **7. Date Conveyance Document Signed** – Indiana Code § 6-1.1-5.5-5 requires that the Sales Disclosure Form include the date when the property was transferred. Often, this date aligns with the date the conveyance document is signed. However, the effective date of the deed or document might indicate the actual transfer date of the property. This identified date will determine the applicable year for trending purposes and may also be known as the date of the sale.

 = Required Field under Ind. Code § 6-1.1-5.5-5



Part 1(C) – Transaction Details #10

10. Select the type(s) of property below and fill out corresponding page(s).
Check all that apply.

<input type="checkbox"/> Residential (Complete Page 2, Sec. D-E)	<input type="checkbox"/> Agricultural (Complete Page 2, Sec. D-E)
<input type="checkbox"/> Commercial (Complete Page 2, Sec. F-G)	<input type="checkbox"/> Industrial (Complete Page 2, Sec. F-G)

- **10. Type(s) of Property** – This section is meant to direct preparers to the appropriate fields on Page 2 that are to be completed. If the transaction includes a mixed-use parcel, more than one (1) box may be selected.

 = Required Field under Ind. Code § 6-1.1-5.5-5



Part 1(D) & 1(F) – Sales Data #1-3

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

3. Planned use of the property?

Describe: _____

- **1. Changes to Property** – Identify the physical changes to the property between January 1 and the date of the sale. Changes may include but are not limited to: (i) a change from the current property class code; (ii) change to a different use – i.e. commercial office space changed to a restaurant.
- **2. Residential Rental Property** – Identify if this property or any portion of the property will be used as a rental property.
- **3. Planned Use of Property** – Identify if the property’s classification will be changed from its current status – i.e. residential to commercial. Also, describe any special circumstances related to the planned use of the property.



Part 1(E) & 1(G) – Finance Data #1

1. Sales Price:

- **1. Sales Price** – State the price at which the property is actually sold. For transactions including multiple non-contiguous parcels that are sold for a single price, the value of each parcel needs to be broken out. This does not have to be a full appraisal; a good-faith estimate of the value of each parcel is sufficient.



= Required Field under Ind. Code § 6-1.1-5.5-5



Part 1(E) & 1(G) – Finance Data #2 & #12-13

E. FINANCE DATA – Complete only those that apply.

2. Personal Property included in transfer. Amount: _____

G. FINANCE DATA – Complete only those that apply.

12. Value of personal property included: \$ _____

13. Value of intangible personal property included: \$ _____

- **Personal Property Included** – Provide the estimated value of any personal property included in the transaction. This should be the amount of property not permanently affixed to the parcel.
- **Intangible Personal Property** - Provide the estimated value of any intangible personal property included in the transaction, including, but not limited to, patents, copyrights, investments, and partnership interests.

= Required Field under Ind. Code § 6-1.1-5.5-5



Part 1(G) – Finance Data #3-8

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <i>3. Sale price included a liquor license?</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>4. Transaction was part of a portfolio sale?</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>5. Any part of the property was leased at time of sale?</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>6. Sale included property receiving an abatement?</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>7. Appraisal was completed for the sale?</i> |
| | | <i>Appraisal Value \$ _____</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | <i>8. Sale included property in a Tax Increment Finance (TIF) District?</i> |

- **Italicized Fields** – Failure to provide a response for this field shall not result in the rejection of the underlying conveyance document.



Religious Use Property Tax Exemption

RELIGIOUS USE PROPERTY TAX EXEMPTION

Is the property being transferred going to continue to be used by a church or religious society for the same property tax exempt purposes provided by IC 6-1.1-10-21(e)?

- During the 2021 Legislative Session, House Enrolled Act 1353 revised Ind. Code § 6-1.1-10-21(e) to specify that when an exempt property owned by a church or religious society is transferred to another church or religious society, an exemption application is not required to be filed with the county assessor. Instead, the Sales Disclosure Form must include a statement of attestation indicating that the transferred property will continue to be used for the same tax-exempt purpose.



Part 1(J) – Property Tax Deductions

YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	3. Homestead
<input type="checkbox"/>	<input type="checkbox"/>	4. Solar Energy Heating or Cooling System
<input type="checkbox"/>	<input type="checkbox"/>	5. Wind Power Device
<input type="checkbox"/>	<input type="checkbox"/>	6. Hydroelectric Power Device
<input type="checkbox"/>	<input type="checkbox"/>	7. Geothermal Energy Heating or Cooling Device

- For assessment dates after December 31, 2024, the deductions referenced under Condition 4-7 were eliminated under Senate Enrolled Act 1 (2025). The Department is working to update the corresponding file specifications under 50 IAC 26, and once those updates are complete, these conditions will be removed from the Sales Disclosure Form.



Sales Disclosure Form Signatures

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

- The section of the signature box that pertains to the “last 5 digits” of an individual’s Social Security Number, driver’s license, or other identification number is relevant only when the Sales Disclosure Form is used to apply for the Homestead Deduction. If neither party is utilizing the Sales Disclosure Form for this purpose, this field may be left blank.



= Required Field under Ind. Code § 6-1.1-5.5-5



Sales Disclosure Part 1(A) – SF 55632



SALES DISCLOSURE PART 1(A)

State Form 55632 (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

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County

Year

Unique ID

PART 1 – To be completed by BUYER/GRANTEE and SELLER/GRANTOR

A. PROPERTY TRANSFERRED – Must be conveyed on a single conveyance document.

(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

- To help local assessing officials add or modify property transaction details, the Department has created two Sales Disclosure Form Addenda: (1) Residential/ Agricultural and (2) Commercial/Industrial.
- These Addenda are exclusively available for use by local assessing officials, enabling the inclusion of supplementary information associated with the transaction without necessitating any modification to the original submission.



State Forms 57017 & 57018 – SDF Addenda



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 Addenda

- 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)



Frequently Asked Questions



Frequently Asked Questions

- *Is it possible for every individual recording a deed to file an SDF? If not, can those who are exempt from filing an SDF be required to submit a county-prescribed form instead?*
- Not every party recording a deed is required to file a Sales Disclosure Form; only certain situations require it. Imposing a county-prescribed form is a decision typically made locally with the guidance of legal counsel. It is advisable for counties to avoid making the process of recording deeds or transferring property excessively burdensome.



Frequently Asked Questions

- *If we receive a court order dissolving a marriage and transferring the martial home to one party, are we allowed to charge a Sales Disclosure Form filing fee?*
- If you have a document for a compulsory transaction, including a divorce, a Sales Disclosure Form is required if there is valuable consideration reflected in the document; however, Ind. Code § 6-1.1-5.5-4 specifies that there is no filing fee.



Frequently Asked Questions

- *Some counties require the signature of a spouse on the Sales Disclosure Form, even if that spouse is not on the deed or title. Is this accurate?*
- Only the spouse completing the Sales Disclosure Form needs to sign it. However, if a couple is using the form to apply for the Homestead Deduction, both spouses' identification numbers must be provided, regardless of property ownership. Married couples are limited to one homestead standard deduction; hence, both IDs are required.



Frequently Asked Questions

- *Can we impose a filing fee for each legal description when a Sales Disclosure Form contains multiple descriptions (i.e., multiple parcels)?*
- Indiana Code § 6-1.1-5.5-4 specifies that a person filing a Sales Disclosure Form must pay a fee of \$20 to the county auditor. If multiple contiguous parcels are included on one Sales Disclosure Form, only one filing fee should be collected.



Frequently Asked Questions

- *Because of timing issues, can the county choose to not allow individuals to claim the Homestead Deduction through the Sales Disclosure Form?*
- Indiana Code § 6-1.1-12-44 states that an individual can apply for the Homestead Deduction using the Sales Disclosure Form. Consequently, the auditor is required to grant the deduction if the form is properly completed and the individual meets the eligibility requirements under Ind. Code § 6-1.1-12-37.



Frequently Asked Questions

- *The conveyance was for no consideration; however, the deed says, “for \$1 and other valuable consideration.” How should we proceed?*
- If a deed mentions \$1 or \$10 “and other valuable consideration,” it is often a standard phrase without actual bearing on “valuable consideration.” When filed, auditors should verify if the property transferred for consideration. If yes, a sales disclosure form is needed. If it's a gift, the auditor can accept the deed without further requirements.



Frequently Asked Questions

- *Is a sales disclosure form required with a land contract? If so, what is the sales price?*
- A sales disclosure is required when recording a land contract, with the sales price reflecting the original amount specified in the land contract. Additionally, at the time the deed is recorded to finalize the land contract, another sales disclosure must be filed, again indicating the sales price as the original land contract amount. The deed should only be transferred upon the completion of the contract.



Frequently Asked Questions

- *There are two deeds involved for this one transaction. The parcels are contiguous. Are two SDFs needed?*
- If there's one transaction, then only one Sales Disclosure Form would be needed (assuming the parcels are contiguous and within the same taxing district).



Frequently Asked Questions

- *I have a transaction that requires three different sales disclosure forms because the parcels are not contiguous, but they were all sold for one price in one transaction. How do I split the value?*
- If the parcels are documented on separate forms, it is necessary to provide an individual value for each parcel in the transfer. A full appraisal is not required; a good-faith estimate of each parcel's value is sufficient. For transactions involving multiple parcels across multiple Sales Disclosure Forms, the sale price indicated on all disclosures must reflect the total sale price of the entire transaction.



Frequently Asked Questions

- *One of the parties made an error on the SDF and brought that to my attention. They said they don't mind if I make the correction for them. Can I?*
- Because the Sales Disclosure Form is signed under penalties of perjury, no one should make alterations to what someone else has affirmed. Moreover, the form, as submitted, is a public record. Altering parts of a form once it's been submitted could constitute a violation of public records law. If a correction is needed, the assessor should instead complete the applicable addenda.



Frequently Asked Questions

- *What happens if I'm trading parcels with someone else and I really have no idea what the value of the parcel is? The county has refused to accept my form without a sales price.*
- Indiana Code § 6-1.1-5.5 does not require a person to obtain an appraisal of property for purposes of completing the Sales Disclosure Form. If there is an exchange of parcels and the individuals genuinely do not know the value, the assessor can note this fact in a corresponding addendum.



Frequently Asked Questions

- *Is a Sales Disclosure Form needed if a contract buyer defaults and the property reverts back to the seller or if the contract is rescinded?*
- No Sales Disclosure Form is needed under these circumstances.



Questions?

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