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# STATE OF INDIANA

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DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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## **Frequently Asked Questions**

### **Sales Disclosure Form Upload Site & New Sales Disclosure Form Overview**

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#### **SALES DISCLOSURE FORM UPLOAD SITE**

##### **1. How soon will the Sales Disclosure Form - Public Search be available?**

The new sales disclosure public search site will be launched at the same time the new Sales Application site is launched. The current SDF Online Search site will still be available to the public, but the public will only be able to search on sales disclosure records that occurred in 2020 or earlier. For sales that occur in 2021 forward, the public will want to use the new sales disclosure public search site.

##### **2. Will the public be able to search sales on the public search website before the sales are affirmed?**

Yes, assuming that a sales disclosure record has been marked as “Yes” to Question No. 11 (“Is form complete?”) under the assessor’s section of the form, that record will show up on the public search site. That said, in terms of a best practice, the Department recommends that a county completes its review, validation, and affirmation (in the new Sales Application site) of its sales on a regular basis throughout the year. A quarterly upload and affirmation process for sales data submissions should be the minimum, but monthly intervals are recommended as a best practice.

##### **3. Can sales be uploaded each month as they are verified and reconciled with the auditor?**

Yes. As a best practice, the Department recommends that this process occur on a monthly basis.

##### **4. What were the 5 file types again?**

The five data files that must be included in the county’s sales submission are the SALEDISC, SALECONTAC, SALEPARCEL, SDISCADDCI, and SDISCADDAR.

**5. I was under the impression that there was a grace period for 2021 sales that are submitted to the county using the previous sales disclosure form. Are these uploaded on the new Gateway site as well?**

The grace period referenced in the previous guidance from the Department's webinar last October actually pertained to sales transactions that occurred in 2020 but were not received by the county until 2021. The counties will be able to submit/upload these prior-year sales transactions in Gateway SDF through the first quarter of 2021.

Along those same lines, please note that if the sales transaction occurred prior to January 1, 2021, the information will need to be submitted on the previous version of the sales disclosure form. For any sales that occur on January 1, 2021, forward, those transactions must be submitted on the new - or now, current - version of the sales disclosure form and be uploaded to the new Sales Application site.

**6. In the past, my vendor uploaded my sales data. Do I have to do it now or can they continue to upload them?**

County assessors will be able to delegate submit access to others (e.g., deputies in their office or sales software vendors) for data submission in the new Sales Application site. In order to do this, the county assessor will need to submit a request in writing to the Department's Support team at [support@dlgf.in.gov](mailto:support@dlgf.in.gov).

**7. Can a list of the errors be exported, rather than a screenshot?**

At the current time, there is no functionality built into the Sales Application site that will allow the errors to be exported in a report format. The Department will take this suggestion under advisement as a potential enhancement to include in a future update to the site. For the time being, the Department recommends that the county assessor capture screenshots of the list of errors and share those with the county's sales disclosure software vendor.

**8. If the Assessor isn't the person who typically uploads the SDF's, do we contact support for a password?**

Yes. The county assessor should submit any requests for security access to the new Sales Application site to the Department's Support team at [support@dlgf.in.gov](mailto:support@dlgf.in.gov).

**9. For errors, how can I tell which specific sale file needs to be corrected? Is that the number listed in front of the error code?**

In order to determine which files contained errors after attempting an upload, please click on the "Details" link under the Action column on the File Upload screen. From there, the File Detail screen will list the five files and show the status of which ones would have processed successfully and which ones contained errors. Any file that is listed with a red "Failed" under the Status column on the File Detail screen contains errors that will need to be corrected.

**10. Will the password we used to submit to the old site still work?**

The username and password that county assessors will use to log into the new Sales Application website is the same username and password that has previously been used to log into [Gateway](#) in order to submit their annual PTABOA report. This password might be different than what they have used previously to log into the Gateway SDF site.

**NEW SALES DISCLOSURE FORM OVERVIEW**

**11. On the Assessor page of the SDF, the spacing for the AV Total field is too small to enter the AV Total, especially if it is over 6 digits long. Is there any way to fix or expand this field?**

As with all fields included in the Sales Disclosure Form, Ind. Code § 6-1.1-31.5-2 requires all file specifications for the corresponding form fields to be included in the Department's administrative rules. With the most recent update of the Sales Disclosure Form, the corresponding file specifications in 50 IAC 26 were also updated. Under 50 IAC 26-20-4(k), the administrative code specifies that the character length for the "AV Total" field on Part 2 of the Sales Disclosure Form is twelve (12) characters. In order to further incorporate the field character length requirements under 50 IAC 26-20-4(k), the Department will work to modify the format of the fillable PDF version of the form to provide adequate spacing for these fields.

**12. Yesterday we received an old Sales Disclosure Form with a conveyance date of 2016. Do we accept it on the old form, or does it need to be completed on the new form?**

The Department previously released guidance specifying that there would be a three (3) month grace period for the prior version of the Sales Disclosure Form to be accepted for those sales that have a conveyance date before January 1, 2021. However, the three (3) month grace period was intended more for the less common scenarios where there may be a lag in the Sales Disclosure Form being filed or if there is a revised form submitted for a sale that occurred in the previous calendar year. With the provided example, there was a significant delay in filing. For this example, the Department would encourage the filer to refile on the new form if at all possible.

**13. Is C-5 where we would mark that it was a family sale?**

Yes. Section C-5 is meant to provide preparers with a space to note any additional information related to the condition of the sale, which may include a family sale. Additionally, if the property transfer was the result of a family sale, the amount of any offered discount should also be included in Section E-4.

**14. Where do you get the Addendum?**

For assessing officials, the Addendum Sales Disclosure Form – Agricultural or Residential Property (State Form 57017) and the Addendum Sales Disclosure Form – Commercial or Industrial Property (State Form 57018) can be located through the [State Forms Online Catalog](#).