

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT  
FINANCE



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**TO:** County Assessors and County Auditors  
**FROM:** Cheryl A. W. Musgrave, Commissioner *awm*  
**RE:** New Sales Disclosure Form  
**DATE:** June 24, 2008

This memorandum has been issued by the Department of Local Government Finance to notify all county assessors and county auditors the new sales disclosure form created to meet the 2008 legislative requirements is currently available on our website at <http://www.in.gov/icpr/webfile/formsdiv/2544.htm>.

The use of this form is required for "any transfer of a real property interest for valuable consideration" (under the "Conveyance" and "Conveyance document" code definitions) effective July 1, 2008 and applies to conveyances occurring after June 30, 2008.

Sales transactions which occur and are finalized prior to the July 1, 2008 effective date should continue to be filed on the existing sales disclosure form. Each county auditor should also determine the length of time title companies and/or other applicable parties may submit the old forms processed prior to the effective date but it is recommended this interim period not exceed 20 business days. As a reminder, all applicable conveyances with a conveyance date after June 30, 2008 shall only be accepted if filed on the new sales disclosure form.

Thank you for your cooperation. If you have any questions, please do not hesitate to contact the DLGF staff via e-mail at [data@dlgf.in.gov](mailto:data@dlgf.in.gov).