

STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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TO: Assessing Officials and Software Vendors
FROM: Barry Wood, Assessment Division Director
RE: Sales Disclosure Form File Changes
DATE: May 21, 2021

The Department of Local Government Finance (“Department”) has made updates to three (3) of the required fields on the Sales Disclosure File (“SDF”) File Specifications - changing these fields from required to optional. The attached document was used in conjunction with the SDF updates for the new Gateway Sales Application site, with those fields that are “required” highlighted. Additionally, below are those portions of the SDF that will be impacted by these updates:

RESIDENTIAL OR AGRICULTURAL PROPERTY

D. SALES DATA – Complete only those that apply.			
<input type="checkbox"/> 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.	

COMMERCIAL OR INDUSTRIAL PROPERTY

F. SALES DATA – Complete only those that apply.			
<input type="checkbox"/> 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.	

I. SELLER(S)/GRANTOR(S)	
Seller 1 – Name as it appears on conveyance document	Seller 2 – Name as it appears on conveyance document
Address (number and street)	Address (number and street)
City, state, and ZIP Code	City, state, and ZIP Code
Country	Country

J. BUYER(S)/GRANTEE(S) – APPLICATION FOR PROPERTY TAX DEDUCTIONS – IDENTIFY ALL THAT APPLY	
Buyer 1 – Name as it appears on conveyance document	Buyer 2 – Name as it appears on conveyance document
Address (number and street)	Address (number and street)
City, state, and ZIP Code	City, state, and ZIP Code
Country	Country

Please note the following on the attachment: those fields highlighted in yellow are required, regardless of the type of sale. Those fields highlighted in green are only required if the sale is checked as “Residential” or “Agricultural” under Question 10 in Section C. Those fields highlighted in purple are only required if the sale is checked as “Commercial” or “Industrial” under Question 10 in Section C.

The impacted fields, which are outlined on the attached document with a red box, are “D3 Planned Use” (Page 19), “F3 Planned Use” (Page 19), and “Country” (Page 22). To reiterate, these three fields are no longer required to be populated with a value in order for the sales files to upload successfully in the new Gateway Sales Application site.

If you have any questions, please contact either Barry Wood, the Assessment Division Director, at (317) 232-3762 or Bwood@dlgf.in.gov, or James Johnson, the Data Analysis Division Director, at (317) 234-8274 or Jjohnson@dlgf.in.gov.