

COUNTY RECORDERS IN PUBLIC SERVICE



The Office of Recorder was the first Constitutional Office in County Government in Indiana.

Your County Recorder:

- Records any instrument submitted for recording, providing it meets essential requirements. (See below).
- Records Deeds, Mortgages, Assignments, Releases, Powers of Attorney, Real Estate Contracts, Annexations, Trustee Elections, Affidavits, Final Decrees, Surveys, Federal Tax Liens, Mechanics Liens, Military Discharges, Articles of Incorporation, Cemetery Deeds, Bonds, Plats, Condominiums, Firms Doing Business Under Assumed Names, Delinquent Sewer Liens, and Miscellaneous Instruments.
- Files Uniform Commercial Code instruments.
- Supplies copies of any instrument and certifies to those recorded upon request. (Fee charged).

Essential Recording Requirements

Acknowledgements: To entitle any conveyance, mortgage or instrument of writing to be recorded.

Legibility of Names: Typed or printed under each signature exactly as signed.

Name of Person Preparing Instrument: Each document affecting real estate.

Notarized Documents: Requires county residence of notary and commission expiration.

Transfer of Deeds of Taxation: Endorsement by Auditor before recording.

Release of Satisfaction of Liens: May be executed by President, Vice-President, Cashier, Secretary, Treasurer, General Manager, or Attorney-in-Fact only.

EFFECTIVE JULY 1, 2006 AFFIRMATION STATEMENT MUST BE ON ALL DOCUMENTS THAT REQUIRE A PREPARED BY. "I AFFIRM UNDER THE PENALTIES FOR PERJURY, THAT I HAVE TAKEN REASONABLE CARE TO REDACT EACH SOCIAL SECURITY NUMBER IN THIS DOCUMENT, UNLESS REQUIRED BY LAW (NAME)." IC 36-2-11-15

**Courtesy of the
Indiana Recorders Association**