

Recorder's Office

Recording Requirements

Effective January 1, 2000

Essential Recording Requirements:

- **Acknowledgments:** To entitle any conveyance, mortgage, or instruments 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 date.
- **Transfer of deeds for 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.

IC 36-2-11-16.5

Requirements for instrument or document presented for recording

Sec. 16.5. (a) This section does not apply to the following:

- (1) A judgment, an order, or a writ of a court.
- (2) A will or death certificate.
- (3) A plat.
- (4) A survey.

(b) The county recorder may receive for record an instrument or a document without collecting the additional fee described in subsection (c) if:

(1) the instrument or document consists of at least one (1) individual page measuring not more than eight and one-half (8 1/2) inches by fourteen (14) inches that is not permanently bound and is not a continuous form;

(2) the instrument or document is on white paper of at least twenty (20) pound weight and has clean margins:

(A) on the first and last pages of at least two (2) inches on the top and bottom and one-half (1/2) inch on each side; and

(B) on each additional page of at least one-half (1/2) inch on the top, bottom, and each side; and

(3) the instrument or document is typewritten or computer generated in black ink in at least 10 point type.

(c) For each instrument or document presented for recording that does not conform to the requirements of subsection (b), the recorder may attach additional pages, as needed, and collect one dollar (\$1) for each nonconforming page.

As added by P.L.211-1996, SEC.5.

For more Indiana code regarding the county Recorder please visit:

<http://www.in.gov/legislative/ic/code/title36/ar2/ch11.html>