

INDIANA RECORDER'S ASSOCIATION

RECORDING MANUAL

Disclaimer: This Manual should be used as a Resource tool. Always refer to the Accounting and Uniform Compliance Guidelines Manual published by the Indiana State Board of Accounts as your primary source of information.

Revised 12-1-2014

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GENERAL RECORDING REQUIREMENTS

Deeds	IC 32-21-3-3; IC 32-21-2-11; IC 36-2
Conveyance	IC 32-21-4-1; IC 32-21; IC 36-2
Acknowledgements & Notarization	IC 32-1-2-18; IC 32-21; IC 36-2; IC 33-42-2-9
Page Size	IC 36-2-7-10
Index / Legal Description	IC 36-2-11-12; IC 32-21; IC 36-2
Auditor's Transfer Stamp	IC 36-2-11-14; IC 32-21; IC 36-2
Prepared by statement	IC 36-2-11-15; IC 32-21; IC 36-2
Names printed or typed below signatures	IC 36-2-11-16; IC 32-21; IC 36-2
Social Security Redaction Statement	IC 36-2-11-15

RECORDING NOTES

1. All documents are required to be acknowledged or notarized with only a few exceptions. Please see the individual document types for which documents do not have this requirement.
2. Documents acknowledged or notarized out of state, do not require a person's name in the Prepared by statement.
Not all States have a State Seal for the Notary Seal
3. Documents acknowledged or notarized out of state, do not require the Social Security redaction statement. Even though they do not require the statement, they still cannot be presented for recording if they contain a Social Security number unless the number is required to be on the document by federal law (i.e. Federal Tax Lien documents, Soldier Discharge documents, Death Certificates).
4. Certain documents are recorded with no fee. Please see the individual document types for which documents are recorded at no charge.
5. If a document involves real estate, a legal description may be required. If a document involved personal property, a list of that personal property and its location may be required.
6. Generally, if a document involves the conveyance real estate or a change in the name of the owner in any way, it must go to the Auditor's Office to be transferred and acknowledged.
7. Documents are returned to the entity who presented the documents for recording after they have been through the archival process. (IC 36-2-11-7)
8. State Tax Liens are handled by the Clerk of the Circuit Court.
9. The County Recorder's Office does not conduct search of documents recorded in the office, with the exception of UCC filings. This position has been upheld by two Official Opinions by the Indiana Attorney General. (See Attorney General Opinions)

REASONS FOR REJECTION OF DOCUMENTS

1. Names not appearing the same throughout the document.
2. Names not typed or printed identically to the signatures that they are associated with.
3. Name of person preparing the document is missing. (Documents acknowledged or notarized out of state are an exception.)
4. An address for all of the grantees is missing.
5. Incorrect recording fees.
6. Name of company and/or title of officer missing at point of signature.
7. Cross reference, either volume and page or document/instrument number, to original document missing, or obviously in error.
8. Signature or printed name missing.
9. Legal description missing or obviously incomplete or in error.
10. Reference number of a recorded Power of Attorney not on the document if it is being signed by a Power of Attorney or Attorney in Fact.
11. Acknowledgement or Notary information is missing or incomplete.
12. Real estate legal description is not in the county where it is being recorded.
13. Auditor's transfer stamp
- 13a. Sales disclosure missing (Counties discretion some Counties don't use Disclosure stamp)
14. Court documents must have the Judge's signature and be file stamped by the Clerk of the Courts.
15. Release of Mechanic's Lien being signed by an attorney on behalf of their client. The release must be signed by the person holding the lien.
16. Affirmation statement missing
17. No Document date
18. Document is not totally legible (IC 36-2-11-16)

DOCUMENTS TO BE PROVIDED OR RECORDED WITH NO FEE – IC 36-2-7-10(g)

Official Bond	IC 5-4-1-5.1
Tax Sale Survey	IC 6-1.1-22-2(c)
State, City or County Highway Right of Way	IC 8-23-7
Right of Way & Easements	IC 8-23-23
Military Discharge Documents	IC 10-17-2-3
Certified Military Discharge	IC 10-17-3-2
Old Age Supplement Certificate	IC 12-14-13
Supplemental Assistance Liens	IC 12-14-16

RECORDING FEES

RECORDER'S OFFICE FEE SCHEDULE

Recording Fees:	Entire State	Marion County
1. Deeds		
Not Exceeding 8 ½" X 14"	\$16.00	\$18.50
Each Additional Page	2.00	3.00
2. Mortgages		
Not Exceeding 8 ½" X 14"	14.00	16.50
Each Additional Page	2.00	3.00
3. Miscellaneous/Affidavits		
Not Exceeding 8 ½" X 14"	11.00	13.50
Each Additional Page	2.00	3.00
4. Release/Partial Release/ Assignment		
Not Exceeding 8 ½" X 14"	12.00	14.50
Each Additional Page	2.00	3.00
5. Any Document Exceeding 8 ½" X 14"		
First Page	20.00	20.00
Each Additional Page	5.00	5.00
6. Mechanic's Lien		
First Page w/ one 1st Class Mailing	13.00	15.50
Each Additional Page	2.00	3.00
Each Additional Mailing	2.00	2.00
7. Horizontal Properties/Plats/Surveys		
First Oversized Page	20.00	20.00
Each Additional Oversized Page	5.00	5.00
 Additional Fees:		
8. Each Additional Cross Reference	\$1.00	1.00
9. Copies		
Per Page Not Exceeding 8 ½" X 14"	1.00	1.00
Larger Than 8 ½" X 14"	2.00	2.00
10. Certifying or Acknowledging a Document		
Per Document	5.00	5.00
11. Non-Conforming Page		
Per Page	1.00	1.00
 Uniform Commercial Codes Fees:		
12. Original Filing, Amendment, Continuation, Termination (2 Pages or Less)	\$9.00	9.00
13. Original Filing, Amendment, Continuation, Termination (3 Page or More)	13.00	13.00
14. UCC Search (1 Name)	10.00	10.00
Each Additional Name	5.00	5.00

(NON-CONFORMING NOTE: Regular documents must be no larger than 8 ½" X 14", at least 10 point type, on white paper of at least 20 lb. weight, no permanently bound or continuous forms, 2" clear margins at the top and bottom of first and last page with ½" margins elsewhere.)

AFFIDAVITS

AGREEMENTS – IC 36-2-11-19; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and sales disclosure stamp and a legal description.

GENERAL AFFIDAVITS – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and a legal description.

MEMORANDUM – IC 36-2-11-19; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and a legal description.

NOT ONE AND THE SAME – IC 36-2-11-19; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Statement of facts
 5. Signature with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and a legal description.

ONE AND THE SAME – IC 36-2-11-19; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Auditor's Office Transfer stamp and sales disclosure stamp
 4. Addresses
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and a legal description.

SCRIVENER'S ERROR – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Cross reference to document containing error
 5. Corrected information
 6. Signatures with names typed or printed below or next to each name
 7. Signatures acknowledged or notarized
 8. Prepared by statement
 9. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and a legal description.

SURVIVORSHIP – 36-2-11-19; IC 32-21

- Requires:
1. From parties (Grantor)
 2. Other parties (Deceased, Heirs, etc.)
 3. Addresses
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

Comments: If it involves interest in real estate, it must have the Auditor's Office Transfer stamp and a legal description.

Does not require a Death Certificate

TRANSFER ON DEATH – 32-17-14-26 (20)

1. Name and address of each designated beneficiary who survives the owner
2. Name of each designated beneficiary who has not survived the owner
3. Cross reference to TOD Deed
4. Certified copy of the death certificate certifying the owners death
5. Signatures with names typed and printed below or next to each name
6. Signatures acknowledged and notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's Transfer Stamp

AMENDMENT

ASSUMED BUSINESS NAME AMENDED – IC 23-15-1-1; IC 23-1-38

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Cross reference to original Assumed Business Name recording
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

BY LAWS AMENDED – IC 32-25-8; IC 23-1-39-1; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Cross reference to original By Laws recording
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

COVENANTS AND RESTRICTIONS AMENDED – IC 32-25-7

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Cross reference to original Covenants and Restrictions recording
 5. Legal description
 6. Signatures with names typed or printed below or next to each name
 7. Signatures acknowledged or notarized
 8. Prepared by statement
 9. Social Security redaction statement

MODIFICATION – (Mortgage) IC 32-29-1-10

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Cross reference to the originally record document that is being modified
 5. Legal description, if it involves real estate
 6. Signatures with names typed or printed below or next to each name
 7. Signatures acknowledged or notarized
 8. Prepared by statement
 9. Social Security redaction statement

ASSIGNMENTS

COLLATERAL LEASE – IC 32-29-1-8; IC 32-8-11-7; IC 32-28 & 29

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Other parties (Optional)
 4. Addresses
 5. Cross reference to original collateral lease recording (if recorded)
 6. Legal description
 7. Signatures with names typed or printed below or next to each name
 8. Signatures acknowledged or notarized
 9. Prepared by statement
 10. Social Security redaction statement

COLLATERAL LEASE & RENT – IC 32-29-1-8; IC 32-28 & 29

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Other parties (Optional)
 4. Addresses
 5. Cross reference to original collateral lease and rent recording (if recorded)
 6. Legal description
 7. Signature with names typed or printed below or next to each name
 8. Signatures acknowledged or notarized
 9. Prepared by statement
 10. Social Security redaction statement

MORTGAGE – IC 32-29-1-8; IC 32-8-11-7; IC 32-28 & 29

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Other parties (Mortgagor)
 4. Addresses
 5. Cross reference to original mortgage recording
 6. Signatures with names typed or printed below or next to each name
 7. Signatures acknowledged or notarized
 8. Prepared by statement
 9. Social Security redaction statement

PARTIAL – IC 32-29-1-8; IC 32-8-11-7; IC 32-28 & 29

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Other parties (Optional)
 4. Addresses
 5. Cross reference to originally recorded document being partially assigned
 6. Legal description
 7. Signatures with names typed or printed below or next to each name
 8. Signatures acknowledged or notarized

9. Prepared by statement
10. Social Security redaction statement

ASSUMED BUSINESS NAME (DBA)

ASSUMED BUSINESS NAME – IC 23-15-1-1

- Requires:
1. From parties (Grantor)
 2. Name of business – Sole Proprietor & General Partnership
 3. Business address
 4. List of principals with addresses
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

Effective July 1, 2009, Senate Enrolled Act 450 made some slight changes to the Indiana Code that deals with where to file and/or record business name documents.

For Persons or General Partnerships

Persons or General Partnerships conducting business in Indiana under a name other than the real name of the person or general partnership shall record an Assumed Business Name certificate (DBA) with the county recorder in each county where an office or place of business is located.

This certificate shall state the assumed name or names to be used along with the full name and address of the persons or general partnerships involved in the business.

Corporations, Limited Partnerships, Limited Liability Companies, or Limited Liability Partnerships (Foreign or Domestic)

Corporations, Limited Partnerships, Limited Liability Companies, or Limited Liability Partnerships, either foreign and domestic, conducting business in Indiana under a name other than the name shown on its Application for Registration, shall file a certificate with the Secretary of State's Office.

This certificate shall state the assumed name or names to be used and the full name and address of the entity's principal office in Indiana.

If you are dissolving your business and you had a certificate on file with the Secretary of State's Office and/or the county recorder's office prior to July 1, 2009, you must file and/or record a Discontinuance of Use with the office or offices where the certificate is filed and/or recorded.

Also Effective July 1, 2009, these business documents are filed with Secretary of State only:

ARTICLES OF INCORPORATION

ARTICLES OF MERGER
ARTICLES OF REORGANIZATION
LIMITED PARTNERSHIP
MERGER

BLANKET ASSIGNMENTS & RELEASES

BLANKET ASSIGNMENT – IC 32-29 – 1 - 8

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Other parties (Mortgagors)
 4. Cross references to original mortgage recordings
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. \$7.00 for each cross reference after the first

Comments: Whether or not a county recorder accepts blanket assignments is at the discretion of the recorder. If they do not, each assignment must be a separate document and will be charged accordingly.

BLANKET RELEASES – IC 32-29-5-1

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross references to original mortgage recordings
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement
 8. \$7.00 for each cross reference after the first

Comments: Whether or not a county recorder accepts blanket releases is at the discretion of the recorder. If they do not, each release must be a separate document and will be charged accordingly.

BONDS

OFFICIAL BONDS – IC 5-4-1

- Requires:
1. From parties (Grantor – Individual or Entity/Position)
 2. To parties (Grantee – Insurance Company)
 3. Indiana Code at top of document
 4. No notary necessary
 5. Signatures with typed or printed names below or next to each name
 6. Acknowledged by proper authority (i.e. Mayor, council, commissioner, clerk/treasurer, etc)
 7. If being signed by a POA, POA must be recorded and referenced or attached
 8. Social Security redaction statement
 9. Recorded at no fee
 10. Retained in Recorder’s office for perpetuity, do not return

APPROVAL AND REFERENCES NEEDED FOR RECORDING OFFICIAL BONDS

County Officials:	Approved By	IC Reference
County Auditor	County Commissioners	IC 5-4-1-18 (Ex. Marion County– Approved by Mayor)
County Treasurer	County Commissioners	IC 5-4-1-18 (Ex. Marion County– Approved by Mayor)
Clerk of the Circuit Court	County Commissioners	IC 5-4-1-18 (Ex. Marion County– Approved by Mayor)
County Sheriff	County Commissioners	IC 5-4-1-18 (Ex. Marion County– Approved by Mayor)
County Recorder	County Commissioners	IC 5-4-1-18 (Ex. Marion County– Approved by Mayor)
County Coroner	County Commissioners	IC 5-4-1-18 (Ex. Marion County– Approved by Mayor)
County Assessor	County Auditor	IC 5-4-1-18
Prosecuting Attorney	Clerk of the Circuit Court	IC 5-4-1-20
Prosecuting Attorney Investigator	Clerk of the Circuit Court	IC 33-39-4-1
County Surveyor	Clerk of the Circuit Court	IC 5-4-1-18
County Superintendent of Schools	Clerk of the Circuit Court	IC 5-4-1-18
County Superintendent of Schools – Joint Service & Supply Fund	Clerk of the Circuit Court	IC 5-4-1-18
County Highway Supervisor	Clerk of the Circuit Court	IC 5-4-1-18; 8-17-3-10
County Highway Engineer	Clerk of the Circuit Court	IC 5-4-1-18; 8-17-5-5
County Home Superintendent	Clerk of the Circuit Court	IC 5-4-1-18; 12-30-2-4
County Inspector of Weights & Measures	Clerk of the Circuit Court	IC 5-4-1-18; 36-9-37-7
Township Assessor	County Auditor	IC 5-4-1-18
 Township Officials:		
Township Trustee	County Auditor	IC 5-4-1-18
 City Officials:		
City Judge	Mayor	IC 5-4-1-18
City Controller	Mayor	IC 5-4-1-18
City Clerk	Mayor	IC 5-4-1-18
City Clerk-Treasurer	Mayor	IC 5-4-1-18
City Manager (Third-Class City)	Mayor	IC 36-4-12-8

City Inspector of Weights & Measures	Mayor	IC 5-4-1-18; 24-6-3-5
All Other City Officers (Ex. Mayor & Common Council)	Mayor	IC 5-4-1-18
Police Pension Secretary	Mayor	IC 36-8-6-3
Utility Superintendent	Mayor	IC 8-1.5-3-5
Barrett Law Fund Custodian	City Council	IC 5-4-1-18; 36-9-37-7

Town Officials:

Town Clerk-Treasurer
Town Manager
Town Marshal
Deputy Town Marshal
Town Judges
Barrett Law Fund Custodian
Police Pension Secretary
Utility Superintendent

Approved By

Town Council
Town Council
Town Council
Town Council
Town Council
Town Council
Mayor
Mayor

IC Reference

IC 5-4-1-18
IC 36-5-5-5
IC 5-4-1-8
IC 36-5-7-6
IC 5-4-1-18
IC 5-4-1-18; 36-9-37-7
IC 36-8-6-3
IC 8-1.5-3-5

Conservancy District Officials:

Financial Clerk	District Board of Directors	IC 5-4-1-18; 13-3-3-42; 14-33-5-18
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School Corporation Officials:

School Corporation Treasurer	Board of School Trustees	IC 20-26-4-5
School Corp. Deputy Treasurer	Board of School Trustees	IC 20-26-4-5
School Extra-Curricular Treasurer	School Superintendent & Principal	IC 20-41-1-6
Treasurer School Lunch Fund	Board of School Trustees	IC 20-41-2-6
Treasurer School Text Book Fund	Board of School Trustees	IC 20-41-2-6

Library Officials:

Treasurer	Library Board	IC 36-12-2-22
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Hospital Officials:

Executive Director	Hospital Board of Trustees	IC 16-22-2
Treasurer	Hospital Board of Trustees	IC 16-22-2
Assistant Treasurer	Hospital Board of Trustees	IC 16-22-2
Blanket Bond (Employees)	Hospital Board of Trustees	IC 16-22-2

CONTRACTS & LEASES

CONSTRUCTION CONTRACT – IC 36-2-11; IC 32-21 - 1

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses
 5. Signatures with name typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

LAND CONTRACT – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Addresses
 4. Legal description
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. Auditor's transfer stamp or file stamp Counties discretion
 10. Sales disclosure stamp Counties Discretion

LEASE – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Description – If leasing land, then legal description. If leasing building, then common address
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

NO LIEN CONTRACT – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

COURT DOCUMENTS

COURT DOCUMENT – IC 36-2-11-15

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Clerk's Stamp
 4. Signatures with names typed or printed below or next to each name, unless signed by Judge
 5. Signatures acknowledged or notarized, unless signed by Judge
 6. Prepared by statement, unless signed by Judge

Comments: If signed by a Judge, non-conforming fees do not apply.

GUARDIANSHIP – IC 29-3-5-1

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Signed by Judge
 4. Clerk's stamp

Comments: If signed by a Judge, non-conforming fees do not apply.

JUDGMENT – IC 34-55-9

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Signed by Judge
 4. Clerk's stamp

Comments: If signed by a Judge, non-conforming fees do not apply.

WILL (PROBATED) – IC 29-1-1-23

- Requires:
1. From parties (Grantor – Deceased)
 2. To parties (Grantee – Heirs)
 3. Signed by Judge
 4. Clerk's stamp

Comments: If signed by a Judge, non-conforming fees do not apply.

COVENANTS & RESTRICTIONS

DECLARATION, COVENANTS & RESTRICTIONS – IC 32-25-7-1; IC 32-21

- Requires:
1. Parties (Developers, Owners, Subdivision or Horizontal Property)
 2. Legal description – Subdivision, Horizontal Property, or Metes & Bounds – or cross reference to recorded subdivision plat or horizontal property
 3. Covenants and Restrictions spelled out
 4. Signatures of owners/developers with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

DEEDS

ADMINISTRATOR'S DEED – IC 29-1-15, IC 36-2-11

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. Auditor's transfer stamp and sales disclosure stamp

AUDITOR'S DEED – IC 6-1.1-25-5, IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Other parties
 4. Legal description
 5. Addresses- Grantee address must be physical address not PO Box
 6. Signatures with names typed or printed below or next to each name
 7. Signatures acknowledged or notarized
 8. Prepared by statement
 9. Social Security redaction statement
 10. Auditor's transfer stamp and sales disclosure stamp

CEMETERY DEED – IC 23-14-34-4, IC 36-2-11; IC 23-10-2-18; IC 12-14-6

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

COMMISSIONER'S DEED – IC 32-21; IC 36-2-11

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Other parties
 4. Legal description
 5. Addresses- Grantee address must be physical address not PO Box
 6. Signatures with names typed or printed below or next to each name
 7. Signatures acknowledged or notarized
 8. Prepared by statement
 9. Social Security redaction statement
 10. Auditor's transfer stamp and sales disclosure stamp

CORPORATE QUITCLAIM DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledge or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. Auditor's transfer stamp and sales disclosure stamp

CORPORATE WARRANTY DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. Auditor's transfer stamp and sales disclosure stamp

EXECUTOR'S DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. Auditor's transfer stamp and sales disclosure stamp

GUARDIAN'S DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. Auditor's transfer stamp and sales disclosure stamp

PERSONAL REPRESENTATIVE'S DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description

4. Addresses- Grantee address must be physical address not PO Box
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and sales disclosure stamp

QUITCLAIM DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. Auditor's transfer stamp and sales disclosure stamp

SHERIFF'S DEED – IC 32-29-7-10; IC 36-2-11; IC 32-28; IC 32-29; IC 32-30-10

- Requires:
1. From parties (Grantor – Sheriff)
 2. To parties (Grantee)
 3. Other parties (Grantor – Mortgagor)
 4. Mortgage foreclosure cause number and amount
 5. Legal description
 6. Addresses- Grantee address must be physical address not PO Box
 7. Signatures with names typed or printed below or next to each name
 8. Signatures acknowledged or notarized
 9. Prepared by statement
 10. Social Security redaction statement
 11. Auditor's transfer stamp and sales disclosure stamp

SPECIAL CORPORATE WARRANTY DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. Auditor's transfer stamp and sales disclosure stamp

SPECIAL WARRANTY DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Signatures with names typed or printed below or next to each name

6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. Auditor's transfer stamp and sales disclosure stamp

TRUSTEE'S DEED – IC 30-1-9; IC 36-2-11

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. Auditor's transfer stamp and sales disclosure stamp

U.S. MARSHALL'S DEED – IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor – U.S.)
 2. To parties (Grantee)
 3. Other parties (Grantor – Defendant)
 4. Legal description
 5. Addresses- Grantee address must be physical address not PO Box
 6. Signatures with names typed or printed below or next to each name
 7. Signatures acknowledged or notarized (with Marshall's seal)
 8. Prepared by statement
 9. Social Security redaction statement
 10. Auditor's transfer stamp and sales disclosure stamp

WARRANTY DEED – IC 32-17; IC 36-2-11; IC 32-21

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. Auditor's transfer stamp and sales disclosure stamp

TAX TITLE DEED – IC 6-1.1-25; IC 32-21-2; IC 36-2-11

- Requires
1. From Parties (Auditor)
 2. To Parties (Grantee)
 3. Other Parties (Tax Debtor)
 4. Parcel number
 5. Delinquent years
 6. Purchase price
 7. Legal description
 8. Addresses-

9. Signatures with names typed or printed below or next to each name
10. Signed by the Auditor
11. Attested to by the Treasurer- Optional
12. Acknowledged by the Clerk of the Circuit Court
13. Prepared by statement
14. Social Security redaction statement
15. Auditor's transfer stamp and sales disclosure stamp

See I.C. 6-1.1-25-20- Effective 7-2014 Effects Collection of Recording fees

TRANSFER ON DEATH DEED 32-17-14-1

1. From parties (Grantor)
2. To parties (Grantee)
3. Legal descriptions
4. Addresses
5. Signatures with names typed or printed below or next to each name
6. Signatures acknowledged or notarized
7. Prepared by statement
8. Social Security redaction statement
9. **NO AUDITOR STAMP**

EASEMENTS & ENCROACHMENTS

EASEMENTS – IC 32-23-2-5; IC 36-2-11; IC 32-5-1-4

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Cross reference to last recorded deed or plat
 6. Signatures with names typed or printed below or next to each name
 7. Signatures acknowledged or notarized
 8. Prepared by statement
 9. Social Security redaction statement
 10. Auditor's transfer stamp and sales disclosure stamp

ENCROACHMENTS – IC 32-23-2-5; IC 36-2-11; IC 32-5-1-4

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses- Grantee address must be physical address not PO Box
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. Auditor's transfer stamp and sales disclosure stamp

ENVIRONMENTAL DISCLOSURE

ENVIRONMENTAL DISCLOSURE STATEMENT – IC 13-25-3 - 8

- Requires:
1. Transferor (Grantor)
 2. Transferee (Grantee)
 3. Other parties (Lender)
 4. Legal description
 5. Social Security redaction statement
 6. Prepared by statement
 7. Signatures with names typed or printed below or next to each name
 8. Signatures acknowledged or notarized
 9. Copy to Environmental Health Dept

FEDERAL TAX LIENS AND RELEASES

FEDERAL TAX LIEN – IC 36-2-11-25

- Requires:
1. From parties (Grantor – Individual or Company)
 2. To parties (Grantee – IRS)
 3. Amount
 4. Signature of IRS agent with name printed below or next to

FEDERAL TAX LIEN RELEASES – IC 36-2-11-25

- Requires:
1. From parties (Grantor – IRS)
 2. To parties (Grantee – Individual or Company)
 3. Amount
 4. Cross reference to original federal tax lien document
 5. Signature of IRS agent with name printed below or next to
 6. Prepared by statement

Note: State Tax Liens and their releases are handled by the Clerk of the Circuit Court.

LIENS

ASSESSMENT LIENS – IC 32-25-6-3; IC 14-33-10-4; IC 32-25-6

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Amount
 5. Addresses
 6. Signatures with names typed or printed below or next each name
 7. Signatures acknowledged or notarized
 8. Prepared by statement
 9. Social Security redaction statement

Comments: Mail out notices-?

ATTORNEY LIENS – IC 33-43-4; IC 32-28

- Requires:
1. Individual or Entity (Grantor)
 2. Attorney (Grantee)
 3. Amount
 4. Addresses
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

Comments: Mail out notices-?

2. Recorded with no fee

Comments: Do not mail out notices

HOSPITAL LIENS – IC 32-33-4

- Requires:
1. Individual/Insurance Company (Grantor)
 2. Hospital (Grantee)
 3. Amount
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

Comments: Do not mail out notices

INKEEPER'S LIENS – IC 32-33-6; IC 32-28

- Requires:
1. Individual (Grantor)
 2. Company (Grantee)
 3. Amount
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

Comments: Do not mail out notices

MECHANIC'S LIENS AND RELEASES

PRE-MECHANIC'S LIEN NOTICES – IC 32-28-3; IC 36-2-7-10

- Requires:
1. Debtor (Grantor)
 2. "Mechanic" (Grantee)
 3. Legal description
 4. Addresses
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

Comments: Must be recorded before the formal Mechanic's Lien

MECHANIC'S LIENS – IC 32-28

- Requires:
1. Debtor (Grantor)
 2. "Mechanic" (Grantee)
 3. Addresses
 4. Legal description
 5. Amount
 6. Signatures with names typed or printed below or next to each name
 7. Signatures acknowledged or notarized
 8. Prepared by statement
 9. Social Security redaction statement

Comments: Attorneys may sign on behalf of their clients
Mail out notices to all Grantors-1st mailing included in fee
additional mailing is \$2each

MECHANIC'S LIEN RELEASES – IC 32-28-3

- Requires:
1. "Mechanic" (Grantor)
 2. Debtor (Grantee)
 3. Cross reference to original recorded mechanic's lien document
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

Comments: Attorneys CAN NOT sign on behalf of their clients unless they have a recorded POA
Only principles of the entity that place the lien may sign the release
without a recorded POA

MECHANIC'S LIEN RELEASE BY AFFIDAVIT – IC 32-28-3; IC 32-28; IC 36-2

- Requires:
1. Debtor (Grantor)
 2. "Mechanic" (Grantee)
 3. Cross reference to original recorded mechanic's lien document
 4. Signatures with names typed or printed below or next to each name

5. Signatures acknowledged or notarized
6. Prepared by statement
7. Social Security redaction statement

MISCELLANEOUS DOCUMENTS

BILL OF SALE – IC 26-1-2-107 and IC 36-2-11

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Description
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Building on leased ground- take to Auditor
 7. Prepared by statement
 8. Social Security redaction statement

BIRTH CERTIFICATE – IC 36-2-11

- Requires:
1. Party (Grantor)
 2. Printed names
 3. Official Seal or certified

Comments: Must be in English or be accompanied by a recordable English translation

BY-LAWS – IC 32-25-8

- Requires:
1. From parties (Grantor)
 2. Legal description
 3. Signatures with names typed or printed below or next to each name
 4. Signatures acknowledged or notarized
 5. Prepared by statement
 6. Social Security redaction statement

Comments: Sometimes recorded as part of the Covenants and Restrictions

CHURCH DOCUMENTS – IC 23-10-2-4; IC 36-2

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Witnessed by two people or acknowledged or notarized
 4. Signatures with names typed or printed below or next to each name
 5. Prepared by statement
 6. Social Security redaction statement

COMMITMENTS – IC 36-2-7

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

DEATH CERTIFICATE – IC 36-2-11; IC 32-21

- Requires:
1. Party (Grantor)
 2. Printed names

3. Official seal or certified

Comments: Must be in English or be accompanied by a recordable English translation
Social Security Numbers must be Redacted

ORDINATION – IC 36-2-7-10; IC 23-10-2-4

Requires: 1. From parties (Grantor)
2. Signatures with names typed or printed below or next to each name
3. Prepared by statement
4. Social Security redaction statement

Comments: Notarization is not required

VACATION – IC 36-7-3-10; IC 32-21; IC 36-2-7-10

Requires: 1. From parties
2. Legal description of street, alley, plat, etc.
3. Signature of governing authority with names typed or printed below or next to each name
4. Signatures acknowledged or notarized
5. Prepared by statement
6. Social Security redaction statement
7. Auditor stamp

WILLS – IC 29-1-5; IC 36-2-7-10

Requires: 1. Party (Grantor)
2. Signature with name typed or printed below or next to the signature
3. Signed by two witnesses with names typed or printed below or next to each name
4. Prepared by statement
5. Social Security redaction statement

Comments: Notarization is not required

MORTGAGES & MORTGAGE RELEASES

MORTGAGE ASSUMPTION – IC 32-29; IC 36-2-7-10

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Other parties (Mortgage holder)
 4. Cross reference to original recorded mortgage document
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

PROMISSORY NOTE – IC 32-29; IC 36-2-7-10

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Description
 4. Amount
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

MORTGAGE – IC 32-29; IC 36-2-7-10

- Requires:
1. From parties (Grantor)
 2. To parties (Grantees)
 3. Legal description
 4. Amount
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

SUBORDINATION – IC 32-29; IC 36-2-7-10

- Requires:
1. From parties (Grantor – Bank)
 2. To parties (Grantee – Bank)
 3. Other parties (Borrowers)
 4. Cross references
 5. Prepared by statement
 6. Social Security redaction statement

MORTGAGE RELEASE – IC 32-29-5

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded mortgage document
 4. Signatures with name typed or printed below or next to each name
 5. Signatures acknowledged or notarized

6. Prepared by statement
7. Social Security redaction statement

Comments: May have additional cross references to re-recordings of the original mortgage and subsequent assignments, assumptions, modifications, and subordinations.

MORTGAGE RELEASE BY AFFIDAVIT – IC 32-29

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded mortgage document
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

Comments: May have additional cross references to re-recordings of the original mortgage and subsequent assignments, assumptions, modifications, and subordinations.

MORTGAGE PARTIAL RELEASE – IC 32-29

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded mortgage document
 4. Legal description
 5. Signatures with name typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement

Comments: May have additional cross references to re-recordings of the original mortgage and subsequent assignments, assumptions, modifications, and subordinations.

PLATS, AND SURVEYS, HORIZONTAL PROPERTIES

CEMETERY PLATS – IC 23-14-34

- Requires:
1. Parties (Grantor)
 2. Legal description
 3. Signature of cemetery officer with printed name below or next to each name

SUBDIVISION PLAT – IC 36-7-3-2; IC 32-21; IC 36-2-7-10

- Requires:
1. Title of Subdivision Plat at the top of the document
 - 1a. Owners Certificate Statement
 2. Legal description
 3. Signatures with names typed or printed below or next to each name
 4. Signatures acknowledged or notarized
 5. Prepared by statement
 6. Social Security redaction statement
 7. Approvals from the various governmental agencies

SURVEY – IC 36-2-19-4; IC 36-2-7-10

- Requires:
1. Survey company name or, at least, Surveyor's name
 2. Surveyor's official seal
 3. Name of owner
 4. Legal description
 5. Signatures with names typed or printed below or next to each name
 6. Prepared by statement
 7. Social Security redaction statement
 8. Brief legal description stating section, township, and range, or subdivision

POWER OF ATTORNEY

POWER OF ATTORNEY – IC 30-5-3

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Signatures with names typed or printed below or next to each name
 4. Prepared by statement
 5. Social Security redaction statement
 6. Signatures acknowledged or notarized

Comments: Copy is acceptable with “Copy” stamped on document
Recorded instrument number of a Power of Attorney must be cross referenced on a document being signed by an Attorney in Fact.

POWER OF ATTORNEY REVOCATION/RELEASE – IC 30-5-3

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded POA document
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

MISCELLANEOUS RELEASES

ATTORNEY'S LIEN RELEASES – IC 32-28-5; IC 33-43-4; IC 32-28

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded lien document
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

DISSOLUTION/RELEASE OF ASSUMED BUSINESS NAME – IC 23-15-1

- Requires:
1. From parties (Grantor)
 2. Business name being dissolved or releases
 3. Cross reference to original recorded DBA document
 4. Signatures with names typed or printed below or next to each name
 5. Signature acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

EASEMENT RELEASES – IC 32-23-2

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded easement document
 4. Signatures with names typed or printed below or next to each name
 5. Signature acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

HOSPITAL LIEN RELEASES – IC 32-33-4

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded hospital lien document
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

INNKEEPER'S LIEN RELEASES – IC 32-33-6; IC 16-41-27-29

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded innkeeper's lien document
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized

6. Prepare by statement
7. Social Security redaction statement

RELEASE OF INTEREST – IC 32-28-5

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Cross reference to original recorded Interest document
 4. Signatures with names typed or printed below or next to each name
 5. Signatures acknowledged or notarized
 6. Prepared by statement
 7. Social Security redaction statement

MILITARY SERVICE DISCHARGE / DD-214

MILITARY SERVICE DISCHARGE / DD-214 – IC 10-17-2

****CONFIDENTIAL DOCUMENT****

Requires: 1. From parties (Grantor – Service Member)
 2. To parties (Grantee – Armed Service)
 3. Recorded with no fee

Comments: ~~Identification of the person requesting the copy.~~

Person requesting a copy must be the Person on the Discharge.

If it is not the Individual must go through the County Veterans Service Agent to obtain a copy

Certified Copy at No Fee

STATE HIGHWAY RIGHT OF WAY

STATE HIGHWAY RIGHT OF WAY – IC 8-23-23

- Requires:
1. From parties (Grantor)
 2. To parties (Grantee)
 3. Legal description
 4. Addresses
 5. Signatures with names typed or printed below or next to each name
 6. Signatures acknowledged or notarized
 7. Prepared by statement
 8. Social Security redaction statement
 9. Auditor's transfer stamp and sales disclosure stamp
 10. Recorded at no fee (must have IC on document)

Comments: Should state clearly that the document is for highway acquisition.

UNDERGROUND UTILITY

UNDERGROUND UTILITY – IC 8-1-26

- Requires:
1. From parties (Grantor)
 2. Section, township, and range where utilities are located
 3. Signatures with names typed or printed below or next to each name

Comments: ~~Does not need to be acknowledged or notarized. Does not need a prepared by statement. Does not need a Social Security redaction statement.~~

Questioning above??????