

## State of Indiana Administrative Recording Requirements:

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Marital State: No

Trust State: No

Mortgage State: Yes

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### **BASIC REQUIREMENTS:**

#### Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" (Maximum accepted)

#### Non-standard fee:

- Accepted - \$1 per page (margins)

#### Margins:

- First page: 2" Top & Bottom; ½" other sides
- Other pages: ½"
- Last page: 2" Top & Bottom; ½" other sides

#### Print:

- Black ink
- 10 point font minimum

#### Preparer Info:

- Must include "This instrument prepared by ..." statement
- Name and address

#### Vesting:

- No unique requirements

#### Marital Status:

- Not required

#### APN/PID Number:

- Required, first page

#### Witnesses:

- None required

#### Printed names:

- Required below all signatures

Legal:

- Include state, county, and municipality in 1<sup>st</sup> paragraph
- Must accompany all instruments

Notary:

- “County of Residence ...” must be listed beneath signature
- Date of Acknowledgement
- Expiration Date of Notary
- Seal (some counties accept stamp)

**FORM REQUIREMENTS:**

Deeds:

- Form 26021 – Sales Disclosure Form
- Legal description
- Previous recorded information required
- \$5 Auditor fee required

Death Certificate:

- No affidavit required

Power of attorney:

- Original only (copies not accepted)
- Legal description

**COMMON REJECTION REASONS:**

- Margins incorrect (very strict)
- Disclosure of Sales Information Form incomplete/missing
- Notary seal, signature, expiration date missing
- Legal description missing/inadequate
- “Prepared by ...” statement missing
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**SPECIAL CHARACTERISTICS:**

\*Must include statement on front page, “Lender is the Beneficiary under this Security Instrument”