



## ***Decatur County Auditor's Office Checklist for Transferring Documents***

- Grantor's Name
  - Must appear identically throughout the document
  - Must match Property Tax System , including middle name or initial
  - If name is different, a recital or AKA (Also Known As) should be documented
- Grantee's Name
- Property must be located in Decatur County and described as "located in Decatur County, Indiana"
- Legal Description
  - MUST be a complete legal description
    - Abbreviated legal descriptions will not be accepted
    - Street address is not considered as the legal description
  - If property has been surveyed, reference survey or any new easements
- Parcel Number (18 digit)
- Signatures
  - Must be original
  - Include date of signature
  - Signed and then printed beneath signature
- Power of Attorney-POA (if applicable)
  - RECORDED document number of Power of Attorney must be written beside/beneath the signature of the POA Signing the document
- Notary
  - Must have complete notarial statement
  - County and State where notarized, who appeared, date document was notarized, notary's signature, name printed beneath signature, and an expiration date
- Tax mailing address and grantee's address
  - Must be labeled as "Tax mailing address" or "Send tax statements to:"
  - If addresses are the same, please indicate so.
- Property Address
- Must be an original document
  - All copies must be stamped COPY and will be recorded as such
- Court documents
  - Must have judge's signature or certified by the Clerk with a seal or stamp
- Date document was signed
- Recorder's affirmation statement (redact SS#'s etc.)
- Preparer's name and contact information
- Sales Disclosure Form is required for any properties being transferred for any consideration
  - If document says property is being transferred "for the sum of one dollar" a sales disclosure is required

***DECATUR COUNTY REQUIRES A SALES DISCLOSURE FORM WITH ALL LAND CONTRACTS (State Form 46021)***

### ***Decatur County Auditor's Office Fees***

**\$10 per Sales Disclosure**

**\$5 per parcel**

If you have additional questions, please contact the Decatur County Auditor's Office (812) 663-2570

\*Decatur County does not charge for Land Contracts (Transfer Fee or Sales Disclosure Fee). Auditor will collect these fees when the contract is fulfilled and property is transferred.\*

\*Decatur County also is subject to conditions in Section 13-15 of Sales Disclosure Form\*

If you have additional questions, please contact the Decatur County Auditor's Office (812) 663-2570