



## ***Decatur County Auditor's Office Checklist for Liens or Lien Releases***

- Owners Name
- Legal Description
  - **MUST be a complete legal description**
    - May be obtained in the Recorder's Office
    - Abbreviated legal descriptions/information from Beacon website will not be accepted
    - Street address is not considered as the legal description
- Parcel Number (18 digit)
- Property Address
- Specific type of lien
- Amount of lien (specific break down of lien amount, fees and total)
  - Please add "Notice: Subject to additional County filing fees"
    - County fee: \$15.00
      - payable at time of lien payment by property owner but is added on in the Auditor's Office
- Notary
  - Must have complete notarial statement
- Preparer of the document
- Affirmation statement
- NOTE: HOMEOWNERS ASSOCIATIONS/PROPERTY OWNERS ASSOCIATIONS FEES CANNOT BE FILED AS A TAX LIEN**
- Must be an original document
  - All copies must be stamped COPY and will be recorded as such

### ADDITIONAL INFORMATION IF RELEASING A LIEN:

- Instrument and recording information of the original lien
- Amount of lien being released
  - Sometimes, there are more than one lien on a property so please be specific.

Liens and/or releases **must** be filed with the Auditor then recorded in the Recorder's Office.

\*\$25.00 due to Decatur County Recorder upon recording the lien.

\*Additional \$25.00 due to Decatur County Recorder upon recording the lien release.

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

\*\*County fees/Recording fees are subject to change\*\*