



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

\$20 per Sales Disclosure

\$10 per parcel

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