

**Marion County Assessor's Office**  
**Frequently Asked Questions**  
**December 1, 2010**

Q. How do I update my mailing address?

A. A change of address form can be found on our website at [www.indy.gov/assessor](http://www.indy.gov/assessor), this form can be faxed, emailed, or mailed to the address on the form. Any of our District Offices, also have the form.

Q. I recently changed my name, how do I update the owner name on my property?

A. You will need a legal document that transfers the property. The document will need to be recorded at the Marion County Assessor's Office, and the Recorder's Office, in that order. These offices are located in the City- County Building, 200 E. Washington St. on the 13<sup>th</sup> and 7<sup>th</sup> floors respectively. You may want to contact a title company or Attorney for further direction.

Q. How do I remove a name from the ownership on a piece of property?

A. You will need a legal document that transfers the property. The type of legal document depends on the type of ownership and the situation causing the removal of the name (ie. a divorce is handled differently than a death). You likely want to contact a title company or Attorney for further direction. The document will need to be recorded at the Marion County Assessor's Office, and the Recorder's Office, in that order. These offices are located in the City- County Building, 200 E. Washington St. on the 13<sup>th</sup> and 7<sup>th</sup> floors respectively. You may want to contact a title company or Attorney for further direction.

Q. How do I add a name to the ownership on a piece of property?

A. You will need a legal document that transfers the property. You likely want to contact a title company or Attorney to ensure that you obtain the type of ownership desired. The document will need to be recorded at the Marion County Assessor's Office, and the Recorder's Office, in that order. These offices are located in the City- County Building, 200 E. Washington St. on the 13<sup>th</sup> and 7<sup>th</sup> floors respectively. You may want to contact a title company or Attorney for further direction.

Q. How do I appeal the assessment on my property?

A. You must submit your appeal in writing. Please refer to our website at <http://www.indy.gov/EGOV/COUNTY/ASSESSOR/MARION/APPEALS/Pages/HowtoAppeal.aspx> for a list of required information and the due date.

Q. Where can I find Sales Disclosure Information?

A. Sales Disclosures can be found on the State website at <http://www.in.gov/dlgf/5584.htm>.

Q. How do I have my parcels combined?

A. In order for the County Assessor's office to perform a combination, the following criteria must be met.

1. The parcels must be adjacent. They cannot be separated by a street, another parcel, or a body of water.
2. The parcels must be owned by the same entity. For example, Parcel A owned by Joe and Mary Smith cannot be combined with Parcel B owned by Mary Smith.
3. The parcels must be in the same township. The first digit of the 7 digit local parcel number indicates the township.
4. The parcels must be in the same taxing district. Your tax bill lists the taxing district that each parcel is assigned to.
5. The parcels must be in the same subdivision (if applicable). The legal description for platted lots includes the name of the subdivision.

If all of these conditions are met, then please fill out and submit a Request to Combine form.

This form can be found on our website at [www.indy.gov/assessor](http://www.indy.gov/assessor).