

Recording Guide

Deeds, Affidavits & Liens

Marion County Recorder's Office

Kate Sweeney Bell, Recorder

200 E. Washington Street, Room 741 - Indianapolis, IN 46204

www.indy.gov/recorder - recorder@indy.gov - 317-327-4020

Recording Deeds & Affidavits (transferring property)



1. Complete your document



2. Have it Notarized
(Notaries available in the Recorder's Office at no charge)



3. Take to the Assessor's Office

(13th Floor, City-County Bldg.)

Additional Deed and Sales Disclosure fees apply.



4. Document is now ready for Recording
(7th Floor, City-County Bldg.)



5. Document returned in 2-5 business days.

Transferring Property

Assessor's Office: 317-327-7899

Property is transferred in the Assessor's Office. Your document must be stamped by their office prior to being recorded.

Documents must be notarized.

All documents notarized in Indiana must include the following:

"I affirm under the penalties of perjury that I have taken reasonable care to redact each Social Security Number in this document, unless required by law."

The document must state the name of the individual who prepared the document: *"Prepared by _____"*

Liens

Must be notarized prior to being recorded.

Certain liens may be mailed out from our office for an additional \$2.00.

If a copy of the lien is not provided, there is an additional \$1.00 charge per page.

Notice: This guide is provided as a courtesy and is for informational use only and not for the purpose of providing legal advice. Please remember that real estate transactions can be complicated and improperly executing a transaction could cost you a substantial sum of money. Therefore, and as with any legal matter, you are encouraged to seek competent and professional legal counsel. The Recorder's Office staff is not authorized to provide legal advice and therefore is unable to offer assistance completing any document submitted to our office.