

Free Searching Guide

Marion County Recorder 's Office

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Before Beginning Your Search:

You will need some information to help narrow your search, including:

- The names of either property owner and/or seller
- The date the document was recorded
(Year and/or Month and Year)
- The Property Report Card from the County Assessor
www.indy.gov/assessor

Connect to our website and click **Free Search**

The screenshot shows a search criteria form with the following fields: Last Name / Business Name (with a dropdown arrow), First Name (with a dropdown arrow), Start Date (with a calendar icon), End Date (with a calendar icon), Document Number (with a dropdown arrow), and Document Type (with a dropdown arrow).

1. Search Criteria

Enter the party name
(as indexed)

Enter a date range
(year and/or month & year)

Select Document Type
(DEED, MORTGAGE, ETC...)

- OR -

Enter Document Number

Click 'SEARCH'

2. Search Results

The Search Results screen will list the records that match your search criteria. If the results returned are not what you were expecting or looking for, try searching again and expanding the date range and/or alter the Party Name.

Clicking on a row will select the record and show additional information.

Document No	Document Type	Recorded Date	Party 1	Party 2	Legals
A201600110156	EASEMENT	10/4/2016 10:26:20 AM	INDIANAPOLIS-MARI...	CWA AUTHORITY INC	Multiple Subdivision L...
A201600093280	MISC	8/25/2016 12:55:17 PM	INDIANAPOLIS MARI...	DEPARTMENT OF M...	Sub: JOHN L KETCH...
A201400067134	DEED	7/22/2014 3:19:46 PM	INDIANAPOLIS-MARI...	INDIANAPOLIS	Multiple Subdivision L...

3. Document Details

Use the detail information screen to determine if this is the record you are looking for. The **Document Number, Document Type, Recorded Date, and Party Names** are shown.

You may also purchase a copy of this document using the link.

The screenshot shows the document details for A201400067134, a DEED recorded on 7/22/2014 at 3:19:46 PM. The parties are INDIANAPOLIS-MARION COUNTY BUILDING AUTHORITY and INDIANAPOLIS MARION COUNTY. There is a link to purchase more information and the image for this document.

Lien Searches

Our office is neither licensed nor bonded to conduct searches and unable to do so on your behalf. If you would like to search on your own, you may use this information on searching as a guide and/or use the public service terminals in our office which offer more search options.

4. Obtaining Copies

Call our office with the Document Number beginning with the letter 'A' (or 'U' for UCC records). Our staff will verify some information on the document with you; ask for your credit card information and email address to send you the document.

Copies of records are \$1/page plus a transaction fee. You should receive your requested document within a few minutes of the transaction.

You can also obtain a copy of this record via our **Tapestry** service. There is a fee of \$6.95 per search plus the \$1/page Copy Fee.

Notice: This guide is provided as a courtesy and is for informational use only and not for the purpose of providing legal advice. Real estate transactions can be complicated. A complete and exhaustive search of all instruments effecting real estate, including liens, cannot be completed strictly within the records maintained by our office. Therefore, and as with any legal matter, you are encouraged to seek competent and professional legal counsel. We suggest contacting a real estate professional, title searcher or an attorney to conduct any lien searches.