

Marion County Sheriff's Department

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ATTENTION ALL ATTORNEYS:

Effective immediately the Sheriff's Department Civil Office is working with the Treasurer's Office to try to make an easy adjustment for all regarding the new Tax Clearance Form. Remember, you must have a Tax Clearance Form stamped for every parcel you are bringing to Sheriff Sale. Please deliver the completed form to the Treasurer's Office at least one week prior to the Sheriff Sale for clearance. If the form is incomplete or incorrect, it will be denied a clearance. You may email question to MCTForeclosure@indy.gov. During May, November and the week of September 19, it is important that you give the Treasurer's office your form(s) as early as possible since these are very busy times of the year for the Treasurer's office.

You must pay all delinquent property taxes and certified delinquent special assessments prior to the scheduled Sheriff Sale. If you are an out of state attorney, you may mail in your Tax Clearance Form to the above referenced link with instructions to have Tammy pick up the stamped form from the Treasurer's office. Again, this needs to be done at least one week before the scheduled sale. The Tax Clearance will need to have the date of the Sheriff Sale, file number (which is the sale number), the parcel number, current owner of records, property address location, name of requesting party and the plaintiff's name, email address, phone and fax numbers. Any attorney can mail in their form to the Treasurer's office with a self addressed, stamped envelope for the Treasurer to mail back to you prior to the sale. You would need to allow two (2) days for this process.

The Sheriff's Office would like for you to attach the stamped copy of the Tax Clearance Form to your bid form which is due the day before the sale. Some attorneys give us a grid sheet the day before the sale and turn in their bid forms the day of the sale. This is fine. Please be aware we are required to remove any property that does not have a stamped Tax Clearance Form. There are no exceptions to this.

Thank you for your cooperation in this matter.

Sincerely,

Sheriff's Department Civil Division/Real Estate Section