

Questions	Answers
<p>My credit report shows an Indiana Department of Revenue tax lien on my record. It says this report is on file in the Recorder's Office? How can I get a copy?</p>	<p>Copies of liens recorded in the Marion County Recorder's Office can be obtained by either coming into our office located at 200 E Washington St. Suite 741 Indianapolis, IN 46204 between the hours of 8:00a.m.-430p.m. Mon. – Fri. or you may mail in a written request to our office. If you mail in a request it is imperative that you have the recording number in your written request as well as a self- addressed return envelope. All copies are \$1.00/page and a certified copy for an additional \$5.00. The Recorder's office staff is not licensed and bonded to provide lien searches.</p>
<p>Where is Marion County Recorder's Office located?</p>	<p>The Marion County Recorder's Office is located on the 7th floor suite 741 of the City County Building in downtown Indianapolis. More specifically 200 E Washington St. Indianapolis, IN 46204</p>
<p>I received a solicitation by mail offering to sell me a copy of the deed to my home. Is this the only way I can obtain this record?</p>	<p>The Marion County Recorder's Office is aware that there are companies that may charge up to \$60.00 for a copy of a deed.</p> <p>We wanted to make you aware that you may obtain a copy of your recorded deed directly from this office for \$1.00/page and a certified copy for an additional \$5.00. Deeds are typically 1-2 pages.</p>
<p>Why won't the Recorder's Office perform lien searches?</p>	<p>There are many factors as well as a variety of agencies involved in determining an effective Lien search. The Recorder's office staff is neither licensed nor bonded in legal practice therefore we do not provide lien searches over the phone or in person. We do however have public terminals in the office that will assist you in locating recorded liens with the Marion County Recorder's Office. Please review the link "How to do a lien search". It is the responsibility of the preparer of the document to guarantee that the information included in the instrument is accurate. Since preparation of an instrument may include research from many sources, the Recorder's office is not responsible to research other sources of information for the preparation of any instrument.</p>
<p>Do you have an online searchable database for recorded deeds and other information?</p>	<p>Yes, we do have two online databases to search for recorders. DirectSearch can be found at our website. This is a free service that provides document information with NO images. To find an image, use Tapestry on the same website. It is 5.95 per search and 1.00 each page to print.</p>
<p>How much will it cost to record my document?</p>	<p>The Recorder's Office has established a fee schedule based on document type. See Document Fee</p>
<p>I need to verify the ownership of property. Can the Recorder's office provide this information?</p>	<p>Marion County Recorder's Office does not verify ownership. Ownership verification can be obtained by contacting the Assessor's office at 317-327-4907</p>

<p>My family member has passed away and I need to transfer their property into my name. What forms do I need?</p>	<p>There are many variables involved in determining what specific forms will best fit each individual persons situation however the Recorder's office staff is not licensed in legal practice therefore we do not provide details as to what forms you may or may not need. You may contact legal aid for additional information at 317-632-5764.</p>
<p>I have questions regarding the sales disclosure. Can you please assist me?</p>	<p>The Marion County Assessor's office is the administrating office of the sales disclosure therefore any questions regarding the completion or the submission of the form should be directed to the Assessor's Office by dialing 317-327-4907.</p>
<p>I need to verify or add my mortgage exemptions to my property for tax purposes.</p>	<p>The Marion County Auditor's Office is the administrating office for property exemptions. Should you need to inquiry, add, or delete exemptions then you can do so that you may contacting the Auditor directly at 317-327-4646.</p>
<p>I need to complete a quitclaim deed. Where can I find this form?</p>	<p>The Marion County Recorder's Office does not supply blank forms however a variety of deed forms may be found by contacting your local office supply store.</p>
<p>How can I determine what form I need to transfer, add, or delete someone from my property?</p>	<p>There are many variables involved in determining what specific forms will best fit each individual persons situation however the Recorder's office staff is not licensed in legal practice therefore we do not provide details as to what forms you may or may not need. You may contact legal aid for additional information at 317-632-5764.</p>
<p>How can I find out the Certification Date?</p>	<p>Call the recorder's office at 327-4020 to find out the certification date of our documents</p>
<p>Can I call the office to find out if my document has been recorded or for document details?</p>	<p>Due to the high volume of requests our staff is not able to give document information over the phone. You may submit your request in writing to our office either by mail or submit a request via email at mrcustomerservice@indy.gov. We only provide the instrument number; date recorded, and page count.</p> <p>The Marion County Recorder's Office will provide a copy of your information for a fee of \$1.00 per page or \$5.00 for a certified copy of the requested information. Currently we do not accept copy payments over the phone therefore you will need to send a written request along with check or money order as well as self-addressed returned envelope. Your results will only be as accurate as the information you have submitted. Upon receipt of your request please be advised that it may take at least 14 business days before your request is complete.</p>
<p>I need to file a mechanic's lien. Where can I obtain the form?</p>	<p>Due to the variety of legal factors involved in filing a mechanic's lien, the Marion County Recorder's Office does not supply blank mechanic's lien forms. Many forms can be found at a law library or office supply store. One should always consider seeking legal counsel prior to filling a mechanic's lien.</p>