

DOCUMENT REJECTION FORM:

PLEASE RETURN THIS FORM WITH CORRECTED DOCUMENT

Please provide *your* name & phone number in case of additional problems: _____

YOUR DOCUMENT COULD NOT BE PROCESSED DUE TO THE FOLLOWING:

- \$_____ Recording fee Check missing or incorrect (made out to RECORDER)
- _____ See Auditor's note attached _____ See Assessor's note attached
- _____ Real estate legal description is missing, incorrect, incomplete or out of county
- _____ Name doesn't appear the same throughout document
- _____ Signature is missing or not notarized
- _____ Names must be typed or printed under all signatures
- _____ Lacks document preparer (must be individual's name; company name is not sufficient)
- _____ Missing Social Security number affirmation statement and/or printed name
- _____ Notary: seal missing, signature missing, commission missing or county of residence missing, acknowledgement incomplete or missing
- _____ Cross-reference is missing or incorrect
- _____ Power of Attorney reference is missing or incorrect
- _____ Postage-paid envelope REQUIRED for return of document – just a friendly reminder
- _____ Grantee's address is missing or incomplete – No P.O. Boxes (must be stated on document as GRANTEE'S mailing address)
- _____ Non-conforming (\$1.00 fee each page – included in above fee)
 - _____ Typewritten or computer generated _____ 10-point print
 - _____ First page 2-inch clear margin top & bottom _____ Black ink
 - _____ Last page 2-inch clear margin top & bottom
 - _____ 1/2 inch margin on sides of pages
- _____ We do not hand-stamp copies

Other _____

Date _____

Initials _____

Paul T. Hardin
Hendricks County Recorder
355 South Washington Street
Danville, IN 46122-1759

(317) 745-9224
8:00am – 4:00pm M T W Th F
www.co.hendricks.in.us

THANK YOU

(FEE CHART ON BACK)

(EFFECTIVE DATE JUNE, 2010)