



PLEASE RETURN THIS FORM WITH CORRECTED DOCUMENT

Please provide your name & phone number in case of questions: _____

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.
- Document requires a 2" margin at the top and bottom of the first and last page, ½" margin for each side, and ½" margins top and bottom of additional pages.
- Real estate legal description is missing, incorrect, incomplete, or out of county.
- Documents must be legible and have at least a 10pt font as required by Indiana statute (IC 36-2-11-16.5).
- Documents signed by a POA must have the recorded instrument number of the POA referenced below the POA's printed name.
- Signature is missing or not notarized.
- Names must be typed or printed legibly under all signatures.
- Documents notarized in Indiana are required to have a legible printed name of the preparer (must be individual's name; company name is not sufficient).
- Documents notarized in Indiana are required to have a legible printed name (Individual not a Company) following the Social Security affirmation statement.
- Notary: seal missing, signature missing, commission missing, acknowledgement incomplete or missing.
- Cross-reference is missing or incorrect, must be clearly identified on the 1st page of document.
- Please include a postage-paid, self-addressed envelope for return of your documents.
- Grantee's address is missing or incomplete – No P.O. Boxes (must be stated on the document as GRANTEE'S mailing address)
- We do not stamp copies.
- Poor Image quality.
- Other _____

 **Deputy Recorder's will not provide legal advice or searching.**

Date _____

Initials _____

Laura Herzog
Hendricks County Recorder
355 South Washington Street
Danville, IN 46122-1759

(317) 745-9200
8:00am – 4:00pm M T W TH F
www.co.hendricks.in.us

THANK YOU

(FEE CHART ON BACK)



Indiana County Recorder Fee Schedule

Effective July 1, 2017

MORTGAGES **\$55.00**
(Includes rerecorded and subordinate mortgages, supplemental indentures)

DEEDS, UCCs & OTHER DOCUMENTS **\$25.00**

Each additional page exceeding 8 1/2" x 14"

Within any document \$5.00

MECHANICS LIEN

With one first-class mailing \$25.00

Each additional mailing \$2.00

COPIES

Copies 11" x 17" or smaller, per page \$1.00

Copies larger than 11" x 17", per page \$5.00

CERTIFYING

Document \$5.00



Indiana Recordors Association

www.indianarecorders.org

RECORDING REQUIREMENTS

- Name of person who prepared document (IC 36-2-11-15)
- Document requires a 2" margin at the top & bottom of the first & last page, 1/2" margin for each side, & 1/2" margins at the top & bottom of additional pages (IC 36-2-11-16.5)
- Notary documents require county of residence, seal, commission expiration date, commission number, and printed name under signature (IC 33-42-2-9)
- Must have at least 10 point font (IC 36-2-11-16.5)
- Names must be printed below all signatures. The name of each person executing document must match identically in body of document (IC 36-2-11-16)
- Affirmation statement required on all documents notarized in Indiana (IC 36-2-11-15)

"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"

Printed Name

- Grantees physical address is required on all conveyances of real property (IC 32-21-2-3)
- Auditor endorsement required on real estate transfers (IC 36-2-11-14)

COUNTY RECORDERS

- Records Deeds, UCCs, Mortgages, Assignments, Releases, Real Estate Contracts, Power of Attorneys, Planned Developments, Plats, Surveys, Affidavits, Articles of Incorporation, Bonds, Federal Tax Liens, Mechanic Liens, Sewer Liens, Assumed Business Names, and other Miscellaneous documents submitted for recording, providing it meets essential requirements (see above)
- Provide copies and certified copies of documents upon request (Fee charged)
- Military Discharges (NO CHARGE)

**NO STAFF MEMBER IS PERMITTED TO GIVE LEGAL ADVICE
OR PERFORM TITLE SEARCHES**