

SALES DISCLOSURE FORM INSTRUCTIONS

Indiana law requires a sales disclosure form (SDF) to be reviewed for completeness by the county assessor before being forwarded to the county auditor and must be completed whenever a "conveyance document" is filed. The county auditor may not accept a conveyance if: (1) the sales disclosure form is not included with the conveyance document; or (2) the sales disclosure form is incomplete and/or is not stamped by the county assessor. A separate SDF is required for each parcel conveyed, regardless of whether more than one (1) parcel is conveyed under a single conveyance document. However, only one (1) SDF is required if there is a single conveyance document that conveys two (2) or more contiguous parcels located entirely within a single taxing district. A person filing a sales disclosure form marked only with sales conditions subject to a disclosure filing fee shall pay a fee of ten dollars (\$10.00) to the county auditor.

DEFINITIONS

CONVEYANCE – means any transfer of a real property interest for valuable consideration. (IC 6-1.1-5.5-1) A transfer of property for no consideration or rerecording a prior transaction to correct an error is NOT considered a conveyance for purposes of IC 6-1.1-5.5.

CONVEYANCE DOCUMENT – Any of the following that purports to transfer a real property interest for valuable consideration: (1) a document; (2) a deed; (3) a contract of sale; (4) an agreement; (5) a judgment; (6) a lease that includes the fee simple estate and is for a period in excess of ninety (90) years; (7) a quitclaim deed serving as a source of title; and (8) a document presented for recording that purports to transfer a real property interest for valuable consideration. The following are considered a conveyance document, but are not subject to a SDF filing fee: (1) documents for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, or probate; (2) documents involving the partition of land between tenants in common, joint tenants, or tenants by the entirety; and (3) a transfer to a charity, not-for-profit organization, or government. (IC 6-1.1-5.5-2(a))

Filers should note that the following are NOT considered a conveyance document and do NOT require the submission of the SDF: (1) security interest documents such as mortgages or trust deeds; (2) leases that are for a term of less than ninety (90) years; (3) agreements and other documents for mergers, consolidations, and incorporations involving solely non-listed stock; (4) quitclaim deeds not serving as a source of title; and (5) public utility or governmental easements or rights of way. (IC 6-1.1-5.5-2(b))

PERSONAL PROPERTY – means items that are not attached (built-in or affixed) to the real estate (land and buildings). This might include items such as washers, dryers, window treatments, stoves and refrigerators. Other items considered personal property are boats and other vehicles, inventories (livestock, goods in process or for trade, or agricultural commodities) and machinery used in farming or manufacturing.

A. PROPERTY TRANSFERRED

A single sales disclosure form may include multiple properties as long as the parcels are contiguous and located entirely in a single taxing district. (IC 6-1.1-5.5-3(h)) All parcels, and property listed in this box, must be conveyed on a *single* conveyance document. Parcels and property on *separate* conveyance documents must be submitted on separate sales disclosure forms. If the transaction consists of more than one (1) parcel, the additional contiguous parcels must be included on Sales Disclosure Part 1(A) – State Form 55632.

1. Parcel Number or Tax Identification Number:

1. Parcel Number or Tax Identification Number
B.)

State and/or local required property number(s) (including all dashes and decimals on the sales form). An identification number that is assigned to a parcel of land to identify that parcel from any other parcel within a given taxing jurisdiction. List all parcels separately using separate attachments if needed. Should the sales disclosure form be submitted prior to assignment of the State mandated 18-digit parcel number, either the parent parcel number or the name of the subdivision and the lot number as provided by the county planning department must be included.

2. Split:

Check all boxes applicable to parcel.
<input type="checkbox"/> 2. Split
<input type="checkbox"/> 3. Land
<input type="checkbox"/> 4. Improvement

Check if the parcel is split, or sectioned off, from another parcel that is included on this sales disclosure form.

3. Land:

Check all boxes applicable to parcel.
<input type="checkbox"/> 2. Split
<input type="checkbox"/> 3. Land
<input type="checkbox"/> 4. Improvement

Check if the parcel is land.

4. Improvement:

Check all boxes applicable to parcel.
<input type="checkbox"/> 2. Split
<input type="checkbox"/> 3. Land
<input type="checkbox"/> 4. Improvement

Check if the parcel includes buildings or structures.

5. Complete Address of Property:

5. Complete Address of Property

Provide the street address or geographic location of the taxable real estate. A P.O. Box address is not acceptable.

6. Complete Tax Billing Address (if different from property address):

6. Complete Tax Billing Address (if different from property address)

Provide the owner's mailing address for the owner of record. For this field, a P.O. Box is acceptable.

7. Legal Description of Parcel:

7. Legal Description of Parcel:

Provide a legal description of real property by government survey, metes and bounds, or lot numbers of a recorded plat. A legal description is especially important for metes and bounds descriptions and new parcels. The legal description may be provided as an attachment to and/or uploaded with the sales disclosure form.

B. CONDITIONS

The information in this section is used to determine sales characteristics, establish market value, and determine the applicability of the sale and for use in ratio or other studies. The appropriate response should be filled in for all conditions that apply to the sale.

NOTE: While indicating that certain conditions (Fields 8-10) will result in not paying a filing fee, the buyer/grantee or seller/grantor is still responsible for completing the form in full. (IC 6-1.1-5.5-4)

1. A Transfer of Real Property Interest for Valuable Consideration:

YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	1. A transfer of real property interest for valuable consideration.

A transfer of real property in exchange for money, performance, or a promise of performance.

2. Buyer is an Adjacent Property Owner:

YES NO CONDITION

2. Buyer is an adjacent property owner.

The buyer or transferee lives on a border of or occupies property that is next to the listed property.

3. Vacant Land (No Structures on Land):

YES NO CONDITION

3. Vacant land (No structures on land)

A parcel in which there is no improvement value.

4. Exchange for Other Real Property ("Trade"):

YES NO CONDITION

4. Exchange for other real property ("Trade")

Parcel Number of traded property: _____

An exchange of property for another property, commodity, service, or item of like value. Trading does not require the use of money; however, money may be used for a portion, but not all, of the trade.

5. Land Contract:

YES NO CONDITION

5. Land contract.

Contract term (YYYY-YYYY): _____

Contract date (MM/DD/YYYY): _____

Contract term and Contract date: A purchase allowing the grantee possession of the property and the grantor retaining the deed to the property until the terms of the contract are met. The contract term is listed as the starting year through the ending year.

6. Partial Interest:

YES NO CONDITION

6. Partial interest. Describe: _____

Individual does not have one hundred percent (100%) interest in the transferred property. Provide a description of the special circumstances.

7. Easements or Right-of-Way Grants:

YES NO CONDITION

7. Easements or right-of-way grants. (Please note that: (i) public utility/governmental easements; or (ii) rights-of-way that do not transfer fee simple; do not require a sales disclosure form. See the instructions for more information.)

Under IC 6-1.1-5.5-2(b), a SDF is not required for public utility or governmental easements or rights-of-way. Easements and right-of-way grants in all other cases, however, are still considered conveyance documents under the statute and must have an SDF filed if they are exchanged for valuable consideration.

8. Compulsory Transactions:

YES NO CONDITION

8. Document for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, eminent domain, or probate.

A SDF is required for compulsory transactions, including foreclosures or express threats of foreclosure, divorce orders, court orders, condemnations, or probate proceedings; however, IC 6-1.1-5.5-4 specifies that no SDF filing fee is required.

9. Land Partitions & Joint Ownership:

YES NO CONDITION

9. Documents involving the partition of land between tenants in common, joint tenants, or tenants by entirety.

A SDF is required for documents involving the partition of land between tenants in common, joint tenants, or tenants by the entirety; however, IC 6-1.1-5.5-4 specifies that no SDF filing fee is required.

10. Charity & Not-for-Profit:

YES NO CONDITION

10. Transfer to a charity, not-for-profit organization, or governmental entity or agency.

A SDF is required for conveyances to a charity, not-for-profit, or governmental entity or agency; however, no SDF filing fee is required.

C. TRANSACTION DETAILS

While the conveyance date and sales price of the property transfer are essential data points for assessing officials, there are additional pieces of information that may be relevant when evaluating whether the property conveyance can be included for purposes of the ratio study process.

NOTE: As provided on the SDF, only those fields that apply to the transaction must be completed; however, all Yes/No fields should be completed. If the preparer is unsure whether a Yes/No condition applies to the transaction, the preparer may select "No".

1. Sheriff Sale or Tax Sale:

YES NO CONDITION

1. Sheriff Sale or Tax Sale

Was the property acquired by the transferee from a sheriff's sale or tax sale?

2. Short Sale:

YES NO CONDITION

2. Short Sale

Was the property acquired by the transferee from a short sale or a sale where the sales price was less than the amount outstanding on the mortgage?

3. Quitclaim Deed:

YES NO CONDITION

3. Quitclaim Deed

Was the property transferred under a quitclaim deed serving as a source of title? *If the property was transferred under a quitclaim deed not serving as a source of title, IC 6-1.1-5.5-2(b)(4) specifies that a SDF is not required.*

4. Auction:

YES NO CONDITION

4. Auction

Was the property acquired by the transferee from an auction?

5. Other:

5. Other: _____

Describe any unusual or special circumstances related to this sale, including the identification of a condition of the transaction not outlined in Part 1(C)(1)-(4).

6. Multiple Sales Disclosure Forms:

YES NO

6. Transaction includes multiple Sales Disclosure Forms?

SDF Form _____ of _____

If the property transaction includes multiple properties that are not contiguous, specify how many SDFs are associated with the underlying transaction.

7. Conveyance Date:

7. Date conveyance document signed (MM/DD/YYYY): _____

Provide the date that the conveyance document is signed. The effective date of the deed or document, or the date of the most recent signature on the conveyance document. This date determines what year the sale may be used for trending purposes and may also be referred to as the date of the sale.

8. Days on the Market:

8. Approximate number of days property was on the market: _____

An *italicized* field. Failure to provide a response for this field shall not result in the rejection of the underlying conveyance document.

9. Total Number of Parcels:

9. Total number of parcels on this disclosure: _____
(If there is more than one (1) parcel, see Page 5.)

State the total number of parcels included on the SDF, including any parcels identified on Page 5.

10. Property Type:

10. Select the type(s) of property below and fill out corresponding page(s). Check all that apply.

<input type="checkbox"/> Residential (Complete Page 2, Sec. D-E)	<input type="checkbox"/> Agricultural (Complete Page 2, Sec. D-E)
<input type="checkbox"/> Commercial (Complete Page 2, Sec. F-G)	<input type="checkbox"/> Industrial (Complete Page 2, Sec. F-G)

This section is meant to direct preparers to the appropriate fields on Page 2 that are to be completed. If the transaction includes a mixed-used parcel, more than one (1) box may be selected.

RESIDENTIAL OR AGRICULTURAL PROPERTY

D. SALES DATA

The information in this section is used to evaluate any modifications to the structure or use of the property both before and after the transaction.

NOTE: As provided on the SDF, only those fields that apply to the transaction must be completed; however, all Yes/No fields should be completed. If the preparer is unsure whether a Yes/No condition applies to the transaction, the preparer may select "No".

1. Changes to Property:

YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	1. Changes to the property between Jan. 1 and sale date? Describe: _____

Identify the physical changes to the property between January 1 and the date of the sale. Changes may include but are not limited to: (i) a change from the current property class code; (ii) change to a different use – i.e. commercial office space changed to a restaurant.

2. Residential Rental Property:

YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	2. Property is a residential rental property.

Identify if this property or any portion of the property will be used as a rental property.

3. Planned Use of Property:

3. Planned use of the property?
Describe: _____

Identify if the property's classification will be changed from its current status – i.e. residential to commercial. Also, describe any special circumstances related to the planned use of the property.

Information contained in question 3 is confidential and non-disclosable under IC § 5-14-3-4

If the preparer selects this box, the information provided under this field will be considered confidential and non-disclosable under IC 5-14-3-4 and 50 IAC 26-20-4(i)(9).

E. FINANCE DATA

The sales price of the property transferred must be entered in the spaces provided.

NOTE: As provided on the SDF, only those fields that apply to the transaction must be completed; however, all Yes/No fields should be completed. If the preparer is unsure whether a Yes/No condition applies to the transaction, the preparer may select "No".

1. Sales Price:

1. Sales Price: _____

State the price at which the property is actually sold. For transactions including multiple non-contiguous parcels that are sold for a single price, the value of each parcel needs to be broken out. This does not have to be a full appraisal; a good-faith estimate of the value of each parcel is sufficient.

2. Personal Property Included:

2. Personal Property Included in transfer. Amount: _____

Provide the estimated value of any personal property included in the transaction. This should be the amount of property not permanently affixed to the parcel.

3. Seller Paid Points or Closing Costs:

3. Seller paid points/closing costs. Amount: _____

An incentive is provided by the seller to acquire a buyer. If no incentive was provided, this field may be left blank.

4. Family or Business Relationship:

4. Existence of family or business relationship between the buyer and the seller. Amount of discount (if any): \$ _____

Is there a family or business relationship existing between the buyer and seller? State the amount of any discount from the market value.

5. Less-than-Complete Ownership:

5. Describe any less-than-complete ownership interest and terms of seller financing. _____

Describe any unusual or special circumstances related to the transaction, including any less-than-complete ownership or terms of seller financing.

6. Seller Financing:

YES NO CONDITION

6. Is the seller financing the sale? (If yes, answer questions 7-8)

If the seller is financing the sale, the preparer must identify whether the buyer/borrower is personally liable for the loan (7) and whether the financing is a mortgage loan (8).

9. Appraisal:

YES NO CONDITION

9. Was an appraisal done?

An italicized field. Failure to provide a response for this field shall not result in the rejection of the underlying conveyance document.

COMMERCIAL OR INDUSTRIAL PROPERTY

F. SALES DATA

The information in this section is used to evaluate any modifications to the structure or use of the property both before and after the transaction.

NOTE: As provided on the SDF, only those fields that apply to the transaction must be completed; however, all Yes/No fields should be completed. If the preparer is unsure whether a Yes/No condition applies to the transaction, the preparer may select "No".

1. Changes to Property:

YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	1. Changes to the property between Jan. 1 and sale date? Describe: _____

Identify the physical changes to the property between January 1 and the date of the sale. Changes may include but are not limited to: (i) a change from the current property class code; (ii) change to a different use – i.e. commercial office space changed to a restaurant.

2. Residential Rental Property:

YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	2. Property is a residential rental property.

Identify if this property will be used as a rental property.

3. Planned Use of Property:

3. Planned use of the property? Describe: _____
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Identify if the property's classification will be changed from its current status – i.e. residential to commercial. Also, describe any special circumstances related to the planned use of the property.

Information contained in question 3 is confidential and non-disclosable under IC § 5-14-3-4

If the preparer selects this box, the information provided under this field will be considered confidential and non-disclosable under IC 5-14-3-4 and 50 IAC 26-20-4(i)(9).

G. FINANCE DATA

The sales price of the property transferred must be entered in the spaces provided.

NOTE: As provided on the SDF, only those fields that apply to the transaction must be completed; however, all Yes/No fields should be completed. If the preparer is unsure whether a Yes/No condition applies to the transaction, the preparer may select "No".

Information contained in questions 2-12 is confidential and non-disclosable under IC § 5-14-3-4 and IC § 6-1.1-35-9

If the preparer selects this box, the information provided under fields 2-12 will be considered confidential and non-disclosable under IC 5-14-3-4, IC 6-1.1-35-9, and 50 IAC 26-20-4(i)(10)-(11).

1. Sales Price:

1. Sales price. Amount: _____

State the price at which the property is actually sold. For transactions including multiple non-contiguous parcels that are sold for a single price, the value of each parcel needs to be broken out. This does not have to be a full appraisal; a good-faith estimate of the value of each parcel is sufficient.

3-7 Conditions:

<input type="checkbox"/>	<input type="checkbox"/>	3. Sale price included a liquor license?
<input type="checkbox"/>	<input type="checkbox"/>	4. Transaction was part of a portfolio sale?
<input type="checkbox"/>	<input type="checkbox"/>	5. Any part of the property was leased at time of sale?
<input type="checkbox"/>	<input type="checkbox"/>	6. Sale included property receiving an abatement?
<input type="checkbox"/>	<input type="checkbox"/>	7. Appraisal was completed for the sale? Appraisal Value \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	8. Sale included property in a Tax Increment Finance (TIF) District?

Italicized fields. Failure to provide a response for this field shall not result in the rejection of the underlying conveyance document.

9. Sale Financing:

9. How was the sale financed? (Check any that apply.)

All Cash Seller Financing Construction Loan

Mortgage Loan Sale Leaseback Small Business Loan

If none of the listed financing options apply, these fields may be left blank.

10-11. Conditions:

10. How was property marketed? Word of mouth

List with broker For sale sign Buyer approached

11. Special Circumstances? (Check any that apply.)

Sale between same business entity Sale in lieu of foreclosure Sold at auction

Trade of equipment or services Sale of partial interest

Italicized fields. Failure to provide a response for this field shall not result in the rejection of the underlying conveyance document.

12. Personal Property:

12. Value of personal property included: \$ _____

Provide the estimated value of any personal property included in the transaction. This should be the amount of property not permanently affixed to the parcel.

13. Intangible Personal Property:

13. Value of intangible personal property included: \$ _____

Provide the estimated value of any intangible personal property included in the transaction, including, but not limited to, patents, copyrights, investments, and partnership interests.

H. PREPARER

The individual preparing the SDF must provide his or her name, title, company, address, telephone number, and email. The contact information provided will be used by county officials to validate the sale and must be valid for at least thirty (30) days following the filing of the SDF. Telephone number and email are requested in order for the assessor to validate the sale. As outlined in IC 6-1.1-5.5-3, telephone numbers provided are retained as confidential.

I. SELLER(S)/GRANTOR(S)

Seller(s)/grantor(s) are to provide their name, address, telephone number, and email for the seller(s) or entity, as applicable. The contact information provided will be used by county officials to validate the sale and must be valid for at least thirty (30) days following the filing of the SDF. If there are more than two (2) individuals or entities involved in the transaction, additional ownership information must be included in an attachment to this form. Telephone number and email are requested in order for the assessor to validate the sale. As outlined in IC 6-1.1-5.5-3, telephone numbers provided are retained as confidential. Seller(s)/grantor(s) are required to sign certifying that the sales disclosure is true, correct, and complete as required by law, and is prepared in accordance with IC 6-1.1-5.5.

The seller/grantor or their representative must sign one (1) sales disclosure form, or if the parties do not agree on the information to be included on the completed form, each party must sign and file a separate form. For conveyance transactions that involve more than two (2) parties, it is sufficient for one (1) transferor and one (1) transferee to sign the SDF. If anyone other than the buyer/seller or an attorney of the buyer/seller is signing the form, a properly executed Power of Attorney must be completed and attached. A person who knowingly and intentionally falsifies the value of the transferred real property or omits or falsifies any information required to be provided in the sales disclosure form commits a Level 5 felony.

J. BUYER(S)/GRANTEE(S)

Buyer(s)/grantee(s) are to provide their name, address, telephone number, and email for the buyer(s) or entity, as applicable. The contact information provided is used by county officials to validate the sale and must be valid for at least thirty (30) days following the filing of the SDF. If there are more than two (2) individuals or entities involved in the transaction, additional ownership information must be included in an attachment to this form. Telephone number and email are requested in order for the assessor to validate the sale. As outlined in IC 6-1.1-5.5-3, telephone numbers provided are retained as confidential. The buyer/grantee must also indicate whether the property will be used as a residential primary residence. Buyer(s)/grantee(s) are required to sign certifying that the sales disclosure is true, correct and complete as required by law, and is prepared in accordance with IC 6-1.1-5.5.

DEDUCTION APPLICATION

The SDF may be used to apply for the Homestead Deduction (IC 6-1.1-12-37) for this property. Individuals filing for the Homestead Deduction must provide their full legal name (as it appears in the records of the Social Security Administration) and the last five (5) digits of their social security number. In addition, a married individual must also provide their spouse's legal name (as it appears in the records of the Social Security Administration) and the last five (5) digits of the spouse's Social Security number. If either individual does not have a Social Security number, the individual may provide any of the following:

- (1) The last five (5) digits of the individual's driver's license number.
- (2) The last five (5) digits of the individual's state identification number.
- (3) The last five (5) digits of a preparer tax identification number that is obtained by the individual through the Internal Revenue Service of the United States.
- (4) If the individual does not have a driver's license, a state identification card, or an Internal Revenue Service preparer tax identification number, the last five (5) digits of a control number that is on a document issued to the individual by the United State government.

This information is kept confidential to the extent possible under Indiana law. Failure to provide this information may result in the inability of the individual to receive the deduction.

NOTE: The portion of the SDF requesting the Last 5 Digits of Buyer's SSN/Driver's License/ID/Other Number is only required for transactions where the buyer is using the SDF as a deduction application.

Pursuant to IC 6-1.1-12-37 (i), when an individual becomes ineligible to receive the Homestead Deduction, they must notify the county auditor within sixty (60) days of the date they first lose their eligibility. A person who fails to notify the county auditor may, under IC 6-1.1-36-17, be liable for any additional taxes that would have been due on the property if the person had filed the statement as required by this subsection plus a civil penalty equal to ten percent (10%) of the additional taxes due. The civil penalty imposed under this subsection is in addition to any interest and penalties for a delinquent payment that might otherwise be due.

Pursuant IC 6-1.1-12-44, the SDF may also be used to apply for any of the following deductions:

- (1) Solar Energy Heating or Cooling System Deduction (IC 6-1.1-12-26)
- (2) Wind Power Device Deduction (IC 6-1.1-12-29)
- (3) Hydroelectric Power Device Deduction (IC 6-1.1-12-33)
- (4) Geothermal Energy Heating or Cooling Device Deduction (IC 6-1.1-12-34)

The buyer(s) must identify all that apply to the property included on the sales disclosure. In addition, these deductions may require additional certification from the Indiana Department of Environmental Management; therefore, the buyer should work with the county auditor's office to determine what is needed to receive these benefits. If the buyer(s) uses the SDF as an application for any of these deductions, the following fields must be completed:

YES	NO	CONDITION
<input type="checkbox"/>	<input type="checkbox"/>	1. Will this property be the buyer's primary residence?
<input type="checkbox"/>	<input type="checkbox"/>	2. Does the buyer have a homestead to be vacated for this residence? If yes, provide address:
Address (number and street)		
City, state, and ZIP Code		County

NOTE: Individuals may also be eligible for other credits or deductions for which separate application may be required. Additionally, if there is no underlying property transaction, the SDF cannot be used as an application for a deduction. Pursuant to IC 6-1.1-12-43, closing agents are required to provide a copy of the Indiana Property Tax Benefits Form outlining certain deductions and credits that may be available to taxpayers.

The buyer/grantee, seller/grantor or their representatives must sign one (1) sales disclosure form, or if the parties do not agree on the information to be included on the completed form, each party must sign and file a separate form. For conveyance transactions that involve more than two (2) parties, it is sufficient for one (1) transferor and one (1) transferee to sign the SDF. If anyone other than the buyer/seller or an attorney of the buyer/seller is signing the form, a properly executed Power of Attorney must be completed and attached. A person who knowingly and intentionally falsifies the value of the transferred real property or omits or falsifies any information required to be provided in the SDF commits a Level 5 felony.

PART 2 – COUNTY ASSESSOR

The county assessor must verify and complete items 1 through 14 and stamp the SDF before sending to the county auditor. The county assessor is responsible for verifying the following information specific to each parcel included in the sales disclosure form:

1. **Property (Parcel Number).** The parcel ID for the parcels covered on the sales disclosure form must be verified as correct and valid.
2. **AV of Land.** The most recent assessed value of the land for each parcel.
3. **AV of Improvement.** The most recent assessed value of improvement(s) for each parcel.
4. **Value of Depreciable Personal Property.** The most recent assessed value of the personal property identified for this parcel, or an estimated value for the personal property identified as determined by the county assessor.
5. **AV Total.** The most recent total assessed value for each parcel.
6. **Property Class Code.** The property class code is maintained within the computer-assisted mass appraisal system.
7. **Neighborhood Code.** The neighborhood code is maintained within the computer-assisted mass appraisal system.

8. **Tax District.** The state-assigned taxing district.
9. **Acreage.** Lot sizes must be converted to numeric acreage.

Additionally, the following information must be provided for the sales disclosure form:

10. **Identify physical changes to property between the assessment date and the date of sale.** The county assessor is responsible for determining whether or not significant physical changes have been made to the property between January 1 and the date of sale (conveyance date).
11. **Is Form Completed?** The county assessor has verified form has been properly completed.
12. **State Sales Disclosure Fee Required?** The county assessor should indicate if the county auditor should collect a sales disclosure filing fee. The sales disclosure fee is not required for table B items 13-15.
13. **Date of Sale.** The county assessor indicates the date of sale (the conveyance date) for use in statistical analysis and ratio study calculations.
14. **Date Form Received.** Date county assessor received sales disclosure form.

Items 15 through 18 are to be completed by the county assessor *when validating this sale*. Processing the form to the auditor is not contingent on the validation of the sale.

15. **If applicable, identify any additional special circumstances relating to validation of sale.**
16. **Sale Valid for Trending?** The county assessor indicates if the sale is valid for use in trending.
17. **Validation of Sale Complete?** The county assessor indicates the sale validation process is complete.
18. **Validated By.** Signature or initials of individual validating the sale.

The county assessor and/or other assessing officials are also responsible for verifying the sale. Verification of sales disclosure date is required prior to submitting sales data to the DLGF. To streamline and expedite the verification of a

sale, it is strongly recommended that the county assessor verify each sale within thirty (30) days of receipt of the SDF, as the assessor may find that the buyer and/or seller may not be located at the address provided on the form.

Pursuant to IC 6-1.1-5.5-3, sales disclosure forms provided in response to public records requests shall *not* include telephone numbers.

PART 3 – COUNTY AUDITOR

The county auditor is responsible for correctly collecting the filing fee for all non-exempt sales transactions, as well as ensuring that all parties to the conveyance have completed and signed the form as required. The county auditor may not accept the sales disclosure statement if: (1) the buyer or seller fails to completely fill out their designated portions of the form (IC 6-1.1-5.5-5(a)(1)-(16)); (2) the sales disclosure form is not included with the conveyance document; or (3) the sales disclosure form is incomplete and/or is not stamped by the county assessor. If the buyer or seller fails to fill out their designated portion of the form, the county auditor may not accept the conveyance document. The county auditor must also confirm the date the property was duly entered for transfer.

1. **State Sales Disclosure Fee Amount Collected.** Enter the amount of the disclosure fee collected by the county auditor.
2. **Other Local Fee.** Enter the amount of other local fees collected for the transfer of the property. This amount should not include the sales disclosure fee as required by the state.
3. **Total Fee Collected.** Enter the total amount of the fee collected for this transaction. The amount should equal the sum of part 3 item 1 plus part 3 item 2.
4. **Auditor Receipt Book Number.** Identify the receipt book number used for the collection of the disclosure fee.
5. **Date of Transfer.** Enter date entered in transfer book.
6. **Is Form Completed?** Check yes if the form is completed except for PART 2 - COUNTY ASSESSOR; Items 15-18, which may not be completed prior to submission to the auditor.
7. **Is State Sales Disclosure Fee Collected?** Check yes if a sales disclosure fee has been collected for this sales disclosure form.
8. **Attachments Complete?** Check yes if the attachments required to support this sales disclosure form have been provided and are complete. If there are no attachments, check yes.

The county auditor shall review each sales disclosure form and process any homestead deduction or any of the deductions for which the SDF serves as an application under IC 6-1.1-12-44 [solar energy heating/cooling system, wind power device, hydroelectric power device, geothermal energy heating/cooling device deductions] and IC 6-1.1-20.9-3.5 [homestead credit and standard deduction].

Pursuant to IC 6-1.1-5.5-3, sales disclosure forms provided in response to public records requests may not include telephone numbers.