

## Checklist for Deeds

### 1. Verify:

- Grantor's name** – names must appear identically throughout the body of the document, in the signature, beneath the signature which is typed or printed, and in the notary block. (IC 36-2-11-16) The grantor's name must match the tax accounting system including middle name or initial. If the name is different, a recital or AKA (Also Known As) should be documented on the deed.
- Grantee's name**
- Grantee's Physical Address and/or Tax mailing address** – Grantee's tax bill address must appear on the document. This should not be the address of a Bank or Mortgage Company unless they are the grantees. A physical address for the Grantee must be included, not just a PO Box, but both may appear. (IC 32-21-2-3)
- Preparer's name** – must appear at the bottom of the document. If missing, document cannot be recorded.
- Parcel Number**- You may provide this for them and have them write it in. (IC 36-2-9-18)
- Legal Description** – must appear on document and must be a complete legal description, not the abbreviated form that is in the property tax system.
- Signatures** – must be original, no facsimiles or copies, unless taxpayer is re-recording a copy with corrections. Include date of signature and name printed beneath signature.
- Power of Attorney** – document number of the RECORDED Power of Attorney must be written beside/beneath the signature of the attorney signing the document.
- Notary** – must have a complete notarial statement - County and State where notarized, who appeared, the date the document was notarized, notary's signature, name printed beneath the signature, and Notary Commission Expiration Date.
- Court documents** – must have a judge's signature or certified by the Clerk with a seal or stamp.
- Date** deed is signed must be included.
- Parcels sold at Tax Sale or Commissioner's Certificate Sale cannot be transferred.** - IC 32-21-8-7
- Document quality**- must be satisfactory. If they are not legible, document will be refused.
- Must have the Assessor's stamp** on either the Sales Disclosure (if there is one) OR the deed (if there is no sales disclosure).
- If you are rejecting a deed, please make sure that you include everything that needs to be fixed, not just the first thing you see. If you reject a deed, please make sure your name and contact information is on the rejection form.**

### 2. Once you are sure the deed meets all requirements:

#### Deed

- Auditor Transfer Stamp**- Stamp the deed. Do not cover any words. Do not stamp in the top right-hand corner.
- Initial**- You must initial next to the Auditor Transfer Stamp on Patrick's copy of the deed.
- Make a copy of the Stamped Deed**- This copy goes in Patrick's Bin (Stapled, no paper clips!)
  
- IF there is a drawing**, for a split please make a copy. This wont always be available, but if it is we need a copy.

#### Sales Disclosure (If Applicable)

- Review Sales Disclosure**- Make sure Buyer, Seller, and Assessor portions of the sales disclosure are complete.
- Fill out Part 3 completely and Stamp with Transfer Stamp.**
- Homestead Receipt**- If applicable, fill out the homestead receipt. Write parcel at top. Make a copy of this page and attach to the copy of the deed.
- Attach full sales disclosure to Patrick's copy of the deed.**

### 3. Collect Payment

- Must be Cash or Check only
- This includes payment, if applicable for the Auditor's Endorsement Fee (IC 36-2-9-18 and Clark County Ordinance 23-2019) and the Sales Disclosure Fee (IC 6-1.1-5.5-4).
- See Fees List for more detail.