

12 Step Check List for Recordings

- 1) Check that the document is complete. Example: If the document states an "exhibit" check to see if there is one. That the legal is complete and in the correct county.
- 2) Document must be legible, has been printed, typewritten or computer generated. Black ink is required.
- 3) See that the names on the document appear the same throughout the document.
- 4) If it is a document which should contain a legal description, that there is one attached.
- 5) If a deed is submitted, check to see if it contains a tax mailing address and grantees address, no PO Box.
- 6) Check the document for correct notarization; that the Notary has met his/hers requirements such as Notary's name printed, typed or stamped under signature, Notary's county of residence is present. Notary's commission expiration date is provided. A seal is required, per state, on document whether it be a stamp or an embossed impression.
- 7) Make sure that each document has conforming margins on each page. If not, you will be charged an additional \$1.00 for each page that does not conform. See IC 36-2-II-16.5.
- 8) Documents that have been notarized in the State of Indiana must contain a "Prepared By" statement with the name of the preparer typed or printed at the end of the statement. Must be a person's name, not the company's name.
- 9) That each document contains the "Affirmation Statement" (redaction), A name is required at the end of the statement. Again, name must be typed or printed. This applies to all documents that require a "Prepared By" statement. See IC 36-2-11-
- 10) If the document is a "COPY" that it is marked a "COPY" and meets all recording requirements to be recorded.
- 11) Make sure a reference is present on documents that require one. Example: Releases, assignments and easements.
- 12) Last but not least, that you have enough funds to cover the recording fees. See fee schedule.