

Essential Recording Requirements:

- **Conveyance:** Party names involved in the document. Names must appear the same throughout the document.
- **Legal description:** If a document involves real estate, a legal description may be required. Generally, if a document involves the conveyance of real estate or a change in the name of the owner in any way, it must go to the Auditor's Office to be transferred and acknowledged. The Auditor's Office determines if the legal description is correct for transference. (See the Auditor's Office page)
- **Names printed/typed below signatures:** Legibility of names typed under each signature. If signing for a company then the company name, the individual's printed name, and their title need to be with the signature.
- **Power of Attorney Signing:** Documents being signed by a power of attorney needs a cross-reference to the Power of Attorney that was recorded in the Madison County Recorder's Office.
- **Acknowledgment & Notarization:** All documents are required to be acknowledged or notarized with only a few exceptions. Regarding Indiana Notarized documents, Effective July 1, 2018, notaries public commissioned or recommissioned after July 1, 2018, must update their seal to include the following:
 - The words "Notary Public"
 - The words "State of Indiana"
 - The word "seal"
 - The name of the notary public exactly as it appears on the NP's commission certificate.
 - The words "Commission number" followed by the commission number of the Notary Public.
 - The words "my commission expires" followed by the expiration date of the NP's commission.

If the notary was commissioned before July 1, 2018, then they are not subject to the new seal requirements until they re-apply for a commission. Any notary stamp with an expiration date of 7/2026 or later is required to have a stamp that includes the six elements listed above.

- **Prepared by statement:** Name of Person Preparing Instrument: For documents notarized in the State of Indiana. "Prepared by:" (Name) Name can be printed, typewritten, stamped, or signed.
- **Affirmation Statement / Social Security Redaction Statement:** for documents notarized in the State of Indiana. "I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law." (Name) The name can be printed, typewritten, stamped, or signed.
- **Deed requirement:** Documents transferring property need the grantee's physical address and an address to send future tax statements to.
- **Auditor's Transfer Stamp:** Transfer Documents need the endorsement of the Auditor before recording. They may have fees associated with transference. (See the Auditor's Office page)
- **Sales Disclosures:** Documents involving a Sales Disclosure need to be seen by the Assessor's Office. (See the Assessor's Office page)
- **Release or Satisfaction of Liens:** May be executed by the President, Vice-President, Cashier, Secretary, Treasurer, General Manager, or Attorney-in-fact only.
- **Cross References:** Releases, modifications, assignments, and other documents changing the status of an existing recorded document needs to cross reference the original document. The person submitting the document for recording needs to clearly identify on the front page of the document the specific cross-reference(s) to be included with the recorded document.
- **Page Size:** All documents except for plats and surveys need to be either letter or legal size. We need a 2" margin at the top of the front page for the recording stamp and 1" at the bottom for our bar code. The font needs to be at least 10 pt. Surveys and Plats need to be no smaller than 18" x 24" and have a length no longer than 36" to ensure proper cabinet storage. The original survey and/or plat brought in will be kept by our office.

Blanket City Liens/Releases:

Blankets must have 5 liens/releases listed. No more, no less.

For liens we need:

1. City office placing the lien.
2. The 5 names, addresses, legal descriptions, and amounts due.
3. Signature of the City official.
4. Notarizing of that signature.
5. Prepared by statement.
6. Social Security Redaction Statement.

For Lien Releases we need:

1. City office placing the lien.
2. The 5 names and cross-references to the original liens.
3. Signature of the City official.
4. Notarizing of that signature.
5. Prepared by statement.
6. Social Security Redaction Statement.

Redaction Notice

Re: Amendments to IC 36-2-7.5 & 36-2-7 & IC 36-2-11-15 (effective July 1, 2006)

During the 2006 session of the Indiana General Assembly, the above referenced statutes were amended by HB1114. Some of the amendments are effective upon the signing of the bill by the Governor and some on July 1, 2006. This law deals with the recordation of documents with Social Security Numbers and the release of copies of documents that contain Social Security Numbers. Recording fees will be increasing by \$2.00 effective immediately as stated in the statute.

Beginning March 29, 2006

You may not submit a document or UCC for recording or filing to the County Recorder that contains a SSN, unless the SSN is required by law to be on the document.

County Form 170 (Declaration) is no longer required to be attached to a document. \$2.00 will be collected for the County Security Identity Protection Fund for every filing of a UCC or recording of a document.

Beginning July 1, 2006

Any document, that must by statute, have a prepared by statement must also have the affirmation statement listed in IC 36-2-11-15, typed exactly as quoted in the statute. Exceptions to this rule are instruments executed before 7-1-59, judgments, court orders, writs, wills, death certificates, federal tax liens, federal tax lien releases, and instruments prepared or acknowledged outside Indiana.

The affirmation statement reads as follows: \"I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security Number in this document, unless required by law.\" (Print name)