

**One Dozen - Simple Recording Requirements**  
*All found in the Indiana Code Section 36-2-11-16*

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**.
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 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 charge an additional \$1 for each page that does not conform. See IC 36-2-11-16.5
8. Documents that have been notarized in the State of Indiana must contain a **'Prepared By Statement'** with the name of preparer written at end of statement.
9. That each document contains the **'Affirmation Statement'** (redaction), A name is required at the end of the statement. This applies to all documents that require a 'Prepared By' statement. See IC 36-2-11-15
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 fee.

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.