

GENERAL INSTRUCTIONS FOR RECORDING

CONVEYANCE DOCUMENTS

- Leave a two (2) inch top margin for our recording information. If you do not have a two inch top margin, there will be an additional charge of \$1.00 per document
- Anything other than black ink on the document is considered non-conforming and there will be an additional charge of \$1.00 per document.
- Document must be in at least 10 point type and be on white paper of at least 20 pound weight.
- Each cross reference to a prior recorded document is \$1.00 per cross reference.
- Check that all names match, signed name and printed name. All signatures must have a printed or typewritten name below the signature line
UNLESS THE DOCUMENT WAS EXECUTED OR ACKNOWLEDGED OUTSIDE OF THE STATE OF INDIANA. Also make sure names match throughout the document-first page through notary block.
- Must have a FULL legal description of the property being conveyed.

A SAMPLE LANGUAGE WE LOOK FOR WHEN PROCESSING CONVEYANCE DOCUMENTS:

- Grantee's Mailing Address (No PO Box) _____
Or
Buyer's Mailing Address if land contract (No PO Box) _____
- Document prepared by: _____ Printed name

- 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.
_____printed name
- A full notary is required. Notary blocks **MUST** have notary commission expiration date, county of residence, notary's signature and printed name of notary (signature and printed name must match), name of person(S) executing documents must be in notary block exactly as it appears in document being notarized. Notary block must contain date of execution.

If you have questions regarding notary issues, the following link to the Indiana Secretary of State Notary Information and Services may assist you.

<http://www.in.gov/sos/business/2378.htm>

- Self Addressed Stamped Envelopes are required for document returns.
- The original document will always be returned to you after we have scanned and completed the indexing if you have provided return envelopes.

9) How can I add or delete a name to the deed of my property?

Your attorney should be consulted to make sure that your interests are protected properly. Generally, a new deed will need to be prepared to change title to a property. It must then be submitted to the Assessor for approval, the Auditor for approval, and then to the Recorder for recording.

- 10) **My credit report shows an Indiana Department of Revenue tax lien on my record. It says this report is on file in the Recorder's Office. How can I get a copy.**

Credit Bureaus frequently and INCORRECTLY report that state tax liens are filed in the Record's Office. These records are filed with the County Clerk's Office (812-829-5015). The best source of information regarding your state tax liens is the Indiana Department of Revenue at (317-232-2240) The Department of Revenue can also be contacted online at www.in.gov/dor.

Federal Tax Liens ARE RECORDED in the Recorder's Office and they may be accessed by coming into the office and using one of our public access terminals, or by going online through Tapestry (www.landrecords.net). We only have images from 12/4/01 to present.

- 11) **Does the Record's Office have information regarding neighborhood association bylaws and restrictive covenants?**

Restrictive covenants are filed with the Record's Office. Covenants can exist either as separate documents or as part of the original plat of the subdivision. On rare occasions, neighborhood associations also record their bylaws.

- 12) **Why won't the Recorder's Office perform lien or other searches?**

For liability reasons, this office does not conduct real estate searches. Staff members are not bonded to complete such a search. Please contact an abstractor, title company, or visit our office to view our records. All recordings in the Owen County Recorder's office are open and available for review by you in our office. Please note that court judgments, state tax liens, bankruptcies are among the claims against property that are Not necessarily filed with the Recorder's Office. For a Bonded search, you must contact a title company, attorney or independent searcher.

13) Where can I obtain a copy of my birth certificate?

Birth certificates for persons born in Owen County, Indiana, are available through the Owen County Health Department. Their office can be reached at 812-829-5017.

14) I have a zoning issue or question. Who should I contact?

At the present time you can contact the Health Department at 812-829-5017. They will be able to direct and answer your questions.

15) Where do I obtain a building permit?

At the present time you can contact the Health Department at 812-829-5017. They will be able to direct and answer your questions.

If you have any other questions feel free to call our office during our business hours or email me at peggy.robertson@owencounty.in.gov