

# Delaware County Auditor's Office

## Checklist for Transferring Documents

- 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** must appear on document.
- Preparer's name** – must appear at the bottom of the document. If missing, document cannot be recorded.
- Tax mailing address** – Grantee's tax bill address must appear on the document, preferably on the face of the document. This should not be the address of a Bank or Mortgage Company unless they are the grantees.
- Location** - Real Estate must be located in Delaware County and described as "located in Delaware County, Indiana".
- Property Address** - It is important the property address is included on the document
- Legal Description** – must appear on document and must be a complete legal description, not the abbreviated form which is in the property tax system.
- Parcel Number** – All 18 numbers must be on the document to identify the proper parcel.
- 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 notary statement - County and State where notarized, who appeared, the date the document was notarized, notary's signature, name printed beneath the signature, and an expiration date.
- Quality** of document must be satisfactory. If not legible, documents will be refused. Auditor's office may ask Recorder to review the quality before accepting the document.
- Copies** will be accepted if the instrument is marked "Copy".
- Court documents** – must have a judge's signature or certified by the Clerk with a seal or stamp.
- Associated Documents** should contain reference information to the document to which it is referring.