

## Essential Recording Requirements

**Acknowledgement:** To entitle any conveyance, mortgage, or instrument of writing to be recorded.

[\(IC 32-21-2-3\)](#)

**Legibility of Names:** Typed or printed under each signature exactly as signed. [\(IC 36-2-11-16\)](#)

**Margin Requirements:** First and last pages must have  
- a minimum 2" margin on top & bottom,  
and ½" on each side.  
- Interior pages must have a minimum of  
½" margin all around. [\(IC 36-2-11-16.5\)](#)

**Name of Person Preparing Instrument:** Each document must have the name of person who prepared the document  
[\(IC 36-2-11-15c\)](#)

**Notarized Documents:** Requires county residence of notary, seal, commission expiration date, and printed name under signature. [\(IC 36-2-11-16c3\)](#)

**Sales Disclosure Forms:** Endorsement by County Assessor prior to recording any conveyance document.  
[\(IC 6-1.1-5.5-6b\)](#)

**Transfer of Deeds of Taxation:** Endorsement by County Auditor prior to recording any conveyance document.  
[\(IC 36-2-11-14](#) & [IC 6-1.1-5.5-6b\)](#)

**Release of Satisfaction of Liens:** Shall be executed by the owner, holder or custodian of said lien. [\(IC 32-28-1-1b\)](#)

[IC 36-2-7.5-4](#) A document may not be submitted to the county recorder for recording or filing **if the document contains the Social Security number of an individual**, unless required by law.

**Affirmation statement:** Required on all relevant documents, acknowledged in the State of Indiana at the conclusion of the document with the prepared by statement.

*"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."* (Sign, Print or Stamp "Name") [\(IC 36-2-11-15d\)](#)

**Grantee physical address required** on all conveyances of real property. [\(IC 32-21-2-3b\)](#)

**All instruments must meet recording form  
& legibility statutes.**

## Recorder's Fee Schedule

Effective July 1, 2017 [\(IC 36-2-7-10\)](#)

**Mortgages (per document)** \$55.00

(including Mortgages, Subordinate Mortgages, Corrective Mortgages, Re-recorded Mortgages, Indentures and Supplemental Indentures)

**Deeds and all other instruments** \$25.00  
(per document; *-includes 1 oversize page*)

**Additional pages, exceeding 8 ½" x 14"**  
**within ANY document**  
shall be charged: \$5.00 each

**Mechanic's Lien**  
**including one mail out** \$25.00  
*Each additional mail out* \$2.00

**\*\* Porter County does NOT record blanket  
or multi-transaction documents**

**Uniform Commercial Code:**  
**UCC filing or amendments**  
2 pages or less \$6.00  
3 pages or more \$10.00

**UCC-11 Information Request**  
Search - one name \$7.00  
Each additional name \$5.00

**Copies 11" x 17" or smaller** - \$1.00 per page

**Copies larger than 11" x 17"** - \$5.00 per page

**Certification of Document** \$5.00

## Porter County Recorder's Office



Chuck Harris - Recorder  
Administration Center  
155 Indiana Avenue • Suite 210  
Valparaiso, Indiana 46383

Phone: (219) 465-3465 • FAX: (219) 465-3830  
email: [recorder@porterco.org](mailto:recorder@porterco.org)  
[www.porterco.org/recorder](http://www.porterco.org/recorder)

### YOUR COUNTY RECORDER:

- Records any instrument submitted for recording, providing it meets essential requirements.
- Records Deeds, Mortgages, Subordinations, Modifications, Assignments, Releases, Powers of Attorney, Real Estate Contracts, Annexations, Trustee Elections, Affidavits, Final Decrees, Surveys, Federal Tax Liens, Mechanics Liens, Military Discharges, Articles of Incorporation, Cemetery Deeds, Bonds, Plats, Condominiums, Firms Doing Business Under Assumed Names, Delinquent Sewer Liens, and Miscellaneous Instruments.
- Files Uniform Commercial Code instruments.
- Supplies copies of any instrument and certifies to those recorded upon request (Fee charged).

*Search our records online!*

Visit Tapestry at [www.landrecords.net](http://www.landrecords.net) or become a Laredo subscriber at [www.fidlar.com/Laredo.aspx](http://www.fidlar.com/Laredo.aspx)

*Other services we offer include*

Property Fraud Alert: [www.propertyfraudalert.com](http://www.propertyfraudalert.com)

Honor Rewards: [www.honorrewards.com](http://www.honorrewards.com)

**NO STAFF MEMBER IS PERMITTED TO GIVE  
LEGAL ADVICE OR PERFORM TITLE SEARCHES**

**The County Recorder's function** is to maintain permanent public records involving a wide variety of instruments. These documents detail transactions involving real estate, mining, personal property, mortgages, liens, leases, subdivision plats, military discharges, personal bonds, etc. ([IC 36-2-11-8](#))

Generally, all of these instruments are recorded either for giving legal public notice of their existence or for safekeeping and future reference.

The recorder maintains and preserves all legal documents affecting title to real property. These records are the legal basis for determining ownership. The degree with which the recorder fulfills their responsibilities ultimately forms the legal foundation for the institution of private property.

The recorder is a member of the County Commission on Public Records, which has authority over the preservation or disposition of all public records maintained by the county. ([IC 5-15-6](#)).

(Generally see [IC 36-2-11](#), for the duties of the County Recorder.)

*Courtesy of  
the Indiana Recorders Association*



### **Preparer's Requirements**

Effective July 1, 2006, new legislation was implemented regarding the recording of instruments. This legislation pertains to reviewing documents presented for recording.

### **Responsibilities of the preparer or reviewer prior to recording**

A document may not be submitted to the County Recorder for recording or filing that contains a Social Security number unless required by law.

[IC 36-2-7.5-4](#)

The preparer must make the statement required by [IC 36-2-11-15\(c\)](#), identifying the name of the preparer on all instruments not exempted under [IC 36-2-11-15\(a\)](#).

### **The following documents are exempt from the above requirement:**

- \* an instrument executed before July 1, 1959, or recorded before July 26, 1967
- \* a judgment, order, or writ of a court;
- \* a will or death certificate;
- \* an instrument executed or acknowledged outside Indiana;
- \* a federal liens or federal tax liens; or
- \* Military discharges (DD214) per [IC 10-17-2](#).

### **Two-Inch Margins Required On All Documents**

The Porter County Recorder's Office enforces the 2-inch margin rule without exception.

To remind you of the statutory origin of the 2-inch rule, we have included below for your convenience the text of the appropriate piece of Indiana Code, which became effective January 10, 2000 ([IC 36-2-11-16.5](#))

- \* Documents must be prepared in 10-point, **black** type on white paper of at least 20# weight
- \* Documents will not be in continuous form or permanently bound
- \* First and last pages must have a minimum 2" margin on top & bottom, and ½" on each side
- \* Interior pages must have a minimum of ½" margin all around.
- \* No Blanket Documents are accepted.

The above regulations do not apply to the following documents:

- \* an instrument executed or acknowledged outside Indiana;
- \* A judgment, court order or writ of Court
- \* A will or death certificate
- \* A plat or survey
- \* Military discharges (DD214) per [IC 10-17-2](#).