

COUNTY RECORDERS

IN

PUBLIC SERVICE



THE OFFICE OF RECORDER WAS THE FIRST
CONSTITUTIONAL OFFICE IN COUNTY
GOVERNMENT IN INDIANA.

YOUR COUNTY RECORDER:

- Records any instrument submitted for recording, providing it meets essential requirements. (See below).
- Records Deeds, Mortgages, Assignments, Releases, Powers of Attorney, Real Estate Contracts, Annexations, Trustee Elections, Affidavits, 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).

ESSENTIAL RECORDING REQUIREMENTS

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

Legibility of Names: Typed or printed under each signature exactly as signed.

Name of Person Preparing Instrument: Each document affecting real estate.

Notarized Documents: Requires county residence of notary and commission expiration.

Transfer of Deeds for Taxation: Endorsement by Auditor before recording.

Release of Satisfaction of Liens: May be executed by President, Vice-President, Cashier, Secretary, Treasurer, General Manager.

Affirmation statement required on all relevant documents.

Your Recorder is: **John D. McGauley**

Address: 1 E. Main Street
Room 100 City-County Bldg.
Fort Wayne, IN 46802
Telephone: 260-449-7165
E-Mail: recorder@allencounty.us

**COURTESY OF THE
INDIANA RECORDERS ASSOCIATION**

RECORDER'S FEE SCHEDULE

Effective 3/24/06

RECORDING FEES:

- (1) DEEDS, not exceeding 8 1/2" x 14"\$ 16.00
Each Additional Page, not exceeding 8 1/2" x 14"..... 2.00
- (2) MORTGAGES, not exceeding 8 1/2" x 14" 14.00
Each Additional Page, not exceeding 8 1/2" x 14"..... 2.00
- (3) AFFIDAVITS/OTHER DOCUMENTS,
not exceeding 8 1/2" x 14" 11.00
Each Additional Page, not exceeding 8 1/2" x 14"..... 2.00
- (4) EACH RELEASE/PARTIAL RELEASE/ASSIGNMENT,
not exceeding 8 1/2" x 14" 12.00
Each Additional Page, not exceeding 8 1/2" x 14" 2.00
- (5) Any document exceeding 8 1/2" x 14" 20.00
Each Additional Page exceeding 8 1/2" x 14" 5.00
- (6) MECHANICS LIEN with one first-class mailing 13.00
Each Additional Page and/or Mailing 2.00

ADDITIONAL SERVICES:

- (7) EACH CROSS REFERENCE of a recorded
document 1.00
- (8) Furnishing photographic copies, per page..... 1.00
- (9) Certifying or acknowledging a document..... 5.00
- (10) EACH NON-CONFORMING PAGE..... 1.00

Documents must be no longer than 8-1/2" x 14", be in 10-pt. black type on white paper of at least 20-lb weight (no permanently bound or continuous forms), and have margins of at least 2" on top and bottom of first and last pages with 1/2" margins on interior pages.

UNIFORM COMMERCIAL CODES

Effective 03/24/06

- Financing Statement.....\$9.00
More than two pages.....\$4.00 EXTRA
- Financing Statement Amendment.....\$9.00
More than two pages.....\$4.00 EXTRA
- Information Request.....\$10.00
Each Additional Name.....\$5.00

REC010, 12/06