

LEGAL DESCRIPTION REQUIREMENTS

A legal description may be obtained in a variety of ways:

1. A legal description is part of the deed to the property. Get the deed and make a copy of the legal description. If there is a mortgage, the lending institution may have a copy of the deed.
2. Go to the Township Assessor's Office with the name of the owner of record and the address of the property. The Township Assessor's Office can provide the month and year the property was purchased along with the instrument number for the recorded legal description. The Marion County Recorder's office can provide property legal descriptions.
3. From the Office of the Marion County Recorder:
 1. If the property was purchased before 1964, the month and year of purchase will be needed. Take that information, and the name of the owner of record, to the Office of the Marion County Recorder to obtain the most recent deed.
 2. If the property was purchased after 1964, take the name of the owner of record and the address of the property to the Office of the Marion County Recorder to obtain a copy of the most recent deed.
 3. A copy of the most recent deed may also be obtained from the Office of the Marion County Recorder if the abbreviated legal description that is on the tax receipt is provided to them.
4. If the property involved has been or is being purchased by a contract sale, then the legal description should be obtained from the owner of record. The owner of record must also sign all documents pertaining to the petition.

ADDITIONALLY:

Be sure that the copies of the legal description can be easily read. Otherwise, the copies can NOT be accepted.

The abbreviated property descriptions which are on tax receipts or tax records (e.g. buff cards) are NOT acceptable.

The Office of the Marion County Recorder is located on the 7th floor of the City-County Building.

The following is a list of the Township Assessor's Office locations. The phone number for all locations is 317-327-4907:

Downtown

City - County Building

200 E Washington St

Suite 1360

Indianapolis, IN 46204

Fax: 317-327-4639

North

951 E 86th St

Suite 110

Indianapolis, IN 46240-1846

Fax: 317-327-7048

East

7363 E 21st St

Indianapolis, IN 46219

Fax: 317-327-8887

West

351 N Transfer Dr

Indianapolis, IN 46214

Fax: 317-273-4140

South

5226 Elmwood Ave

Indianapolis, IN 46203

Fax: 317-327-4186