

RECORDER OF ALLEN COUNTY

City-County Bldg.
1 E. Main St. • Room 206
Fort Wayne, IN 46802-1890
Phone: 260/449-7165
Fax: 260/449-3261

COMMON ERRORS FOUND IN DOCUMENTS

1. Names not appearing the same throughout the document.

"Name of each person who executed the instrument appears **identically** in the body of the instrument, in the acknowledgment or jurat, in his signature, and beneath his signature." (I.C. 36-2-11-16.) **EXAMPLE:** If John H. Doe is used, it must be the same throughout, not John Doe or J. Henry Doe. This includes f/k/a, n/k/a, etc. The same applies to the usage of a company or corporation name. F/k/a or n/k/a must be included after **each** time the name is noted.

2. Names not typed or printed **identically** beneath the signatures. (See #1 above.)
3. In Indiana, it is required that the name of the person who prepared the document appear at the bottom of the document. If missing, we cannot record the document.
4. Designation of the address of the grantee is missing on a deed (e.g., "Grantee's address is...").
5. Incorrect recording fees. Fee schedules have been supplied for your convenience.
6. The name of the company and/or title of the officer are missing at the signature.
7. Cross-reference number to original document is missing.
8. Signature is missing or is not an original. (Facsimile signatures are acceptable on a mortgage assignment only.)
9. The legal description is missing or incomplete.
10. The document number of the recorded Power of Attorney must be written beside/beneath the signature on the document being signed by an attorney in fact or signatory indicating he/she has the power of attorney. The POA/AIF must be recorded in Allen County.
11. Notary information is missing or incomplete. In Indiana, a notarized document must contain the following: A complete notarial statement; county and state where notarized; who appeared; the date the document was notarized; notary's signature; name printed beneath the signature; an expiration date; and the notary's county of residence.
12. Real estate is not in Allen County.
13. Auditor's stamp is missing.
14. Court documents must have the judge's signature or be certified by the Clerk.
16. Deeds being granted by a corporation must contain a **No Gross statement or Paid stamp**.
17. A release of mechanic's lien must be signed by the person or company holding the lien. While attorneys can sign the mechanic's lien, there is no provision in Indiana Code allowing an attorney to sign a release on behalf of his client.
18. Document quality is too poor to scan a legible facsimile.

We hope this information is helpful to you in preparing your documents. It is our wish to be able to record all documents submitted to this office on their first submission. Thank you.