

# **TRANSFER DOCUMENT INSTRUCTIONS**

To change title of a property a new transfer document is required. These documents are legally binding documents and although documents can be prepared on your own, we recommend that you work with an attorney or title company to ensure accuracy. There is no standard form for these documents, and our offices cannot give legal advice on the type to use or how to prepare them. Once all documents have been prepared, please take them to the following offices in the order listed below. Please note the fees.

## **1.Recorder's Office (Room 100)**

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260-449-7165

The requirements for a transfer document include but are not limited to: Legal description, grantee's or property address, valid notary and signatures, and if notarized in Indiana affirmation and prepared by statements.

## **2.Assessor's Office (Room 415)**

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260-449-7123

Some transfer documents will require a Sales Disclosure Form, contact the Assessor to find out if one is required for your transaction. Forms can be obtained from the Assessor's Office or their website:  
[allencountyassessor.org](http://allencountyassessor.org)

## **3.Auditor's Office (Room 102)**

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260-449-7241

Fees payable to Auditor include: (check and cash only)  
\$10.00 per parcel to duly enter a transfer document  
\$20.00 for a non-exempt Sales Disclosure  
Make sure to check for all possible tax benefits!

## **4.Recorder's Office (Room 100)**

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260-449-7165

Fees payable to Recorder include: (check, cash, and card accepted)  
\$25.00 per document, except mortgages which are \$55.00

Please note that if a document gets rejected in the process, it will need to be seen by each office again.  
You can mail documents to the Allen County Recorder's Office at: 1 E Main Street Room 100 Fort Wayne, IN 46802