

LAKE COUNTY INDIANA

LAKE COUNTY ASSESSOR

LATONYA SPEARMAN

219-755-3100



LAKE COUNTY RECORDER

REGINA PIMENTEL

219-755-3730

May 20, 2022

To Whom It May Concern:

Please find enclosed letters from the County Recorder and County Assessor that provide a list of common issues both offices' teams encounter when processing documents in our e-Recording system- Simplifile. After you have had an opportunity to review, please feel free to contact the appropriate office should you have any questions or concerns.

Sincerely,

Regina M. Pimentel
Gina Pimentel
Lake County Recorder

LaTonya Spearman
LaTonya Spearman
Lake County Assessor



OFFICE OF THE LAKE COUNTY RECORDER

LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, INDIANA 46307

GINA PIMENTEL
Recorder



PHONE (219) 755-3730
FAX (219) 648-6094

May 23, 2022

To our loyal customers,

We are extending a heartfelt thank you to you for participating in our E-Recording program. Our team is consistently working to make this process easier and more efficient to better serve you!

With that said, it is important for us to work together to ensure this process runs seamlessly for both the submitter (you) and for our off staff to ensure your documents get recorded as soon as possible.

Please remember that our recording requirements have NOT changed with E-Recording. As a reminder, we have provided these requirements for you to reference on the back of this letter.

Some important points to keep in mind:

- If there is a change made to a document, (something crossed off), please initial EACH time.
- If a document needs to be re-recorded, put the re-recording reason on the left hand side (written horizontally) and initial by it.
 - Remember, the top of the document needs to have room for stamp(s). If there is no room, please add a cover page.
- We have worked to make the "Document Type" drop down box as simple as possible. Please be sure to choose the type that best describes your document (transferrable, non-transferable, assignment of mortgage, etc.)
 - Choosing the correct document type is extremely important so you are paying the correct price AND so that your document either IS or IS NOT going to the other offices.
 - This is the main reason that your document can get held up or get rejected.
- And as always, documents are recorded as presented (just like if you brought them in or mailed them in). If there are errors, our staff CANNOT alter your document in any way. We will record as is and if the Auditor advises you to re-record, you will need to take that upon yourself to do so and pay again.

We thank you for making our E-Recording program a success and hope you find that it will continue to help you perform your daily tasks more efficiently.

We appreciate the very important work you do!

With kind regards,

Regina M. Pimentel

Gina Pimentel
Lake County Recorder

E-Recording Department

Jenni Szidlik
szidlija@lakecountyin.org
(219) 755-3730, x113

Sylvia Pedroza
pedroms@lakecountyin.org
(219) 755-3730, x108

Recording Requirements

All documentation must be completed when presented for recording. Our office staff cannot assist in preparation of any document.

Document must reference a property in Lake County, Indiana.

Legal description (if applicable) must be on the document.

Document must be notarized.

Any written signature must have an identical printed name (including middle initials, etc.)

Affirmation statements should be on all documents that are notarized in the State of Indiana, with the exceptions of releases. This must be acknowledged by initials or a name.

Document must have a "prepared by" statement.

Grantees address must be a full address. No PO Boxes are accepted.

All documents must be legible.

- Pages must be facing the correct way, not cut off, or angled.

All transfer documents must be approved by the Assessor and Auditor's Offices. Please contact each office's E-Recording Department to inquire about their fees (which are separate from ours) or if you have questions about their specific recording requirements.

- Assessor (219) 755-3100
- Auditor (219) 755-3120

IC Codes for Recorder's Requirements for the State of Indiana can be referenced for further instructions.



LATONYA SPEARMAN
LAKE COUNTY ASSESSOR

PHONE 219-755-3100
FAX 219-755-3022

Office of the Lake County Assessor

LAKE COUNTY GOVERNMENT CENTER
2293 NORTH MAIN STREET
CROWN POINT, INDIANA 46307

May 23, 2022

Greetings!

It was almost a year ago that the County's e-recording system, Simplifile, went live and we're pleased to see how successful this initiative has been! Our primary goal was, and still is, to provide a more effective and efficient way to record documents. With the input from our users, we've been actively working to iron out the kinks within our processes. Keeping that in mind, provided below is a list of common issues our teams encounter when processing documents. We respectfully request that all users please be mindful of these issues prior to submitting documents in Simplifile.

- The 18 digit parcel number is incomplete or inconsistent with property address.
- Address is missing or inconsistent with County records
- Incorrect legal or one was not attached to the Sales Disclosure Form (SDF)
- Incomplete SDFs (missing info, signatures, sale prices, etc.)
- Submitting SDF when one was not needed
- Missing compulsory information (type, cause #, etc.)
- Missing SDF when one is necessary
- Illegible documents - Signatures on SDF or electronic signatures must be legible. If Buyer is a Business/Trust, please specify title of authorized signer. (Computer typed/printed signatures are unacceptable unless they are verifiable e-signatures, i.e. DocuSign)
- Noncontiguous parcels require a separate SDF
- Completing the wrong section of page 2. The section completed on page 2 should correlate with the option selected on question 10, page1. (Res/Ag vs Comm/Ind)
- Other supporting documents (affidavits, court orders, etc.)
- Not keeping chain of title (back-to-back transactions should be in one package)
- Incorrect fees (\$25, \$35, \$55, etc.) If SDF is required as result of a compulsory transaction, SDF fee should not be included.

Thank you for participating in our E-Recording program. We hope it continues to be a tool that makes doing your job just a little bit easier.

Sincerely,

LaTonya Spearman
Lake County Assessor

