

INSTRUCTIONS

Indiana law requires a sales disclosure form to be completed when a conveyance document (see definition below) is filed with the county auditor. The county auditor may not accept a conveyance if (1) the sales disclosure form is not included with the conveyance document; or (2) the sales disclosure form is incomplete. A person filing a sales disclosure form shall pay a fee of ten dollars (\$10.00) to the county auditor.

PART 1: BUYER AND SELLER INFORMATION

Property Transferred Information. Either the buyer/grantee or the seller/grantor should provide the parcel number(s) (including all dashes and decimals), full address, tax billing address, lot size, and legal description of the parcel(s) transferred. A legal description is especially important for metes and bounds descriptions and new parcels. If the transaction consists of more than three parcels, an additional list of parcel numbers and lot sizes must be attached to this document.

Sales conditions/items. The information in this section is used to determine sales characteristics, establish market value, determine applicability of the sale and for use in ratio or other studies. The appropriate circle or circles should be filled in for all conditions/items that apply to the sale. With regard to personal property (see definitions below), the buyer or seller must enter an estimated value of the personal property included in the sale. Similarly, the buyer and seller must enter the amount of seller paid points as applicable. Please note that while indicating that certain conditions/items will result in not paying a filing fee, the buyer/grantee or seller/grantor is still responsible for completing the form in full.

Sales Data. The date and sales price of the property transfer is to be printed in the spaces provided. Any unusual or special conditions of the sale that may affect the sales price or terms of the sales agreement should also be described.

Seller/Grantor Information. Seller(s)/grantor(s) are to provide the full name and address for seller(s) or entity as applicable. If there are more than two individuals or entities involved in the transaction, additional ownership information must be included in an attachment to this form. The seller/grantor must also provide the name, address, and telephone number of the preparer of the form.

Buyer/Grantee Information. Buyer(s)/grantee(s) are to provide the full name and address for buyer(s) or entity as applicable. If there are more than two individuals or entities involved in the transaction, additional ownership information must be included in an attachment to this form. The buyer/grantee must also indicate whether the property will be used as a residential primary residence.

Signature and Verification. The buyer/grantee, seller/grantor or their representatives must sign one (1) sales disclosure form, or if the parties do not agree on the information to be included on the completed form, each party must sign and file a separate form. If anyone other than the buyer/seller or an attorney of the buyer/seller is filling out the form, a properly executed Power of Attorney must be completed and attached. **A person who knowingly and intentionally falsifies or omits any information required on this form commits a Class A infraction.**

PART 2: COUNTY AUDITOR RESPONSIBILITY

The county auditor is responsible for collecting the filing fee as well as ensuring that all parties to the conveyance have completed and signed the form as required. The county auditor may not accept the sales disclosure statement if the statement is not signed by the buyer or seller. If the buyer or seller fails to completely fill out their designated portion of the form, the county auditor may not accept the conveyance document. The county auditor must also confirm the date the property was duly entered for transfer.

PART 3: COUNTY ASSESSOR INFORMATION

The county assessor is responsible for determining whether or not significant physical changes have been made to the property between March 1 and the date of sale. The county assessor is also responsible for entering property class or use codes, the proper department of local government finance taxing district number, the current assessed value, and neighborhood code information. The county assessor and/or other assessing officials are responsible for verifying the sale as well (note that verification is not required prior to submitting sales data to the DLGF). Sales disclosure forms provided in response to public records requests should not include phone numbers.

Definitions

Conveyance Document means any document, land sale contract, deed, quitclaim deed serving as a source of title, or other document presented for recording, that purports to transfer a real property interest for valuable consideration.

Personal property – items that are not attached (built-in or affixed) to the real estate (land and buildings). This might include items such as washers, dryers, window treatments, stoves and refrigerators. Other items considered personal property are boats and other vehicles, inventories (livestock, goods in process or for trade, or agricultural commodities) and machinery used in farming or manufacturing.

Listed below are certain deductions and credits that are available to lower property taxes in Indiana. Taxpayers may claim these benefits by filing an application with the Auditor in the County where the property is situated. The previous tax bill will facilitate filing, but it is not required. **Applications for deductions against real property must be filed on or before June 10** to be effective for taxes payable in the following year. **The deadline for mobile and manufactured homes that are not assessed as real property is March 2** unless noted below. The ownership must be the recorded as of March 1st. Individuals that purchase property, or record a transfer or mortgage document after March 1 may file for the deductions at the earliest opportunity, but the deduction will not apply until the following March 1st assessment date. The deduction will appear on the tax bill the year following the assessment date. For additional information on these and other benefits, please consult Indiana Code 6-1.1-12 and 6-1.1-20.9.

DEDUCTION (Indiana Code)	MAXIMUM AMOUNT ***	ELIGIBILITY REQUIREMENTS
Mortgage (6-1.1-12-1b)	3,000	1) reside on real property located in Indiana. Includes mobile and manufactured homes; and 2) must have owned real estate by March 1 of the current property tax year. 3) A new application must be filed whenever a loan on real estate is refinanced.
Homestead Credit (6-1.1-20.9) *	20% of net tax bill *	1) reside on real property located in Indiana, includes mobile and manufactured homes; 2) credit against the taxes attributable only to the assessed value for the first acre and the dwelling and garage only; and 3) must have owned real estate by March 1 of the current property tax year.
Homestead Standard Deduction (6-1.1-12-37(b))	35,000	1) reside on real estate, including mobile and manufactured homes; 2) only the first acre and the dwelling and garage allowed; and 3) must have owned real estate by March 1 of the current property tax year.
Over 65 (6-1.1-12-9)	12,480	1) reside on the real estate, includes mobile and manufactured homes; 2) at least 65 by December 31st of the year preceding the application year; 3) combined adjusted gross income not exceeding \$25,000; 4) one year of ownership prior to March 1 of the current property tax year; and 5) assessed property value not exceeding \$144,000. 6) Surviving, unremarried spouse at least 60 years of age if deceased was 65 at the time of death.
Blind (6-1.1-12-11;12)	12,480	1) reside on the real estate, including mobile and manufactured homes; 2) blind; 3) taxable gross income not exceeding \$17,000; and 4) must have owned real estate by March 1 of the current property tax year.
Disabled (6-1.1-12-11)	12,480	1) reside on the real estate, including mobile and manufactured homes; 2) disabled; 3) taxable gross income not exceeding \$17,000; and 4) must have owned real estate by March 1 of the current property tax year.
Disabled Veteran (6-1.1-12-14;15)	12,480**	1) owns real and/or personal property in Indiana; 2) served in U.S. military service for at least 90 days and honorably discharged; 3) surviving spouse may apply; 4) either totally disabled or at least age 62 with at least 10% disability; 5) written evidence of the disability; 6) assessed value of real and personal property combined is not greater than \$113,000; and 7) must have owned real estate by March 1 of the current property tax year.
Veteran with Service Connected Disability (6-1.1-12-13;15)	24,960**	1) owns real and/or personal property in Indiana; 2) honorable discharged after serving in U.S. military during a war, 3) service connected disability of at least 10% with written evidence of disability; 4) must have owned real estate by March 1 of the current property tax year. 5) surviving spouse may apply;
Veteran World War I (6-1.1-12-17.4)	18,720**	1) resides on real estate, mobile or manufactured homes unless in a nursing home or hospital; 2) be a veteran of World War I; 3) assessed value of the residence property does not exceed \$163,000; and 4) own the real estate for at least one year prior to March 1 of the current assessment year.
Surviving Spouse of World War I Veteran (6-1.1-12-16;17(b))	18,720**	1) own real and/or personal property in Indiana; 2) spouse of deceased person serving in the U.S. military before November 12, 1918; 3) honorable discharge; and 4) not claiming the Deduction for Disabled Veterans or Surviving Spouses. 5) must have owned real estate by March 1 of the current property tax year.
Solar Energy Heating or Cooling Systems (6-1.1-12-26)	Assessed value (AV) with the device, less the AV without the device. In other words, the value of the device.	1) Own real property, mobile or manufactured homes, both real and annually assessed; and 2) for real estate ownership by March 1 of the current property tax year; or for annually assessed mobile homes, ownership by January 15th of the tax year. 3) Real property filing period is March 1 and May 10 of the assessment year. For annually assessed property, the filing period is January 15 to March 31 of the tax year.
Wind Power Device (6-1.1-12-29)		
Hydroelectric Power Device (6-1.1-12-33)		
Geothermal Device (6-1.1-12-34)		

* Depending on the county, you may also receive a County Homestead Credit on your residence. Please consult with your County Auditor.

** Any unused portion after application to residence property applies next to personal property and lastly as Excise Tax Credit on either motor vehicle excise tax (IC 6-6-5-5) or aircraft license tax (IC 6-6-6.5)

*** The sum of the deductions provided to a mobile home or to a manufactured home that is not assessed as real property may not exceed one-half (1/2) of the assessed value of the mobile home or manufactured home. (IC 6-1.1-12-40.5)

SEE NEXT PAGE FOR REQUIRED FORMS, DOCUMENTATION AND INFORMATION ON LIMITATIONS REGARDING MULTIPLE DEDUCTIONS

Specific deduction claim forms are available from the county auditor or on the Indiana Department of Local Government Finance website:
<http://www.in.gov/icpr/webfile/formsdiv/dlhf.html>

DEDUCTION (Indiana Code)	APPLICATION FORM AND VERIFICATION (PROOF) REQUIRED	ARE THERE RESTRICTIONS WITH TAKING THIS DEDUCTION IN COMBINATION WITH OTHER DEDUCTIONS? ***
Mortgage (6-1.1-12-1b)	State Form # 43709 A new application must be filed whenever a loan on real estate is refinanced.	NO
Homestead Credit (6-1.1-20.9)*	DLGF Form HC10 (State Form 5473) Previous tax bill will facilitate filing.	NO
Homestead Standard Deduction (6-1.1-12-37(b))	DLGF Form HC10 (State Form 5473). One form filed for both the Homestead Credit and the Standard Deduction.	NO
Over 65 (6-1.1-12-9)	State Form 43708 Internal Revenue Service Form 1040 for the previous calendar year. This requirement includes submitting the 1040 for the applicant and all co-owners.	PARTIALLY - May not claim any deductions other than the Mortgage and the Homestead Deductions.
Blind (6-1.1-12-11;12)	State Form 43710 Proof of Blindness	PARTIALLY - These deductions may be claimed with all other deductions EXCEPT the Over 65 Deduction.
Disabled (6-1.1-12-11)	State Form 43710 Proof of Disability	PARTIALLY - These deductions may be claimed with all other deductions EXCEPT the Over 65 Deduction.
Disabled Veteran ** (6-1.1-12-14;15)	State Form 12662 Either VA Form 20-5455 Code 1 In Item #15; Pension Certificate; Award of Compensation from VA or DOD; or Certificate of eligibility from IN Dept of VA.	PARTIALLY - These deductions may be claimed with all other deductions EXCEPT the Over 65 Deduction.
Veteran with Service Connected Disability (6-1.1-12-13;15)	State Form 12662 Either VA Form 20-5455 Code 2 In Item #15; Pension Certificate; Award of Compensation from VA or DOD; or Certificate of eligibility from IN Dept of VA.	PARTIALLY - This deduction may be claimed with all other deductions EXCEPT the Over 65 Deduction and Surviving Spouse of WW I Veteran.
Veteran World War I* (6-1.1-12-17.4)	State Form 12662 Letter from VA or Department of Defense; or Discharge Documents.	PARTIALLY - This deduction may be claimed with all other deductions EXCEPT the Over 65 Deduction.
Surviving Spouse of World War I Veteran ** (6-1.1-12-16;17(b))	State Form 12662 Letter from VA or Department of Defense; or Discharge Documents.	PARTIALLY - This deduction may be claimed with all other deductions EXCEPT the Over 65 Deduction and Veteran with Service Connected Disability.
Solar Energy Heating or Cooling Systems (6-1.1-12-26)	State Form 18865	PARTIALLY - These deductions may be claimed with all other deductions EXCEPT the Over 65 Deduction.
Hydroelectric Power Device (6-1.1-12-33)	State Form 18865 Certificate of Qualification from the Indiana Department of Environmental Management.	PARTIALLY - These deductions may be claimed with all other deductions EXCEPT the Over 65 Deduction.

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*** The sum of the deductions provided to a mobile home or to a manufactured home that is not assessed as real property may not exceed one-half (1/2) of the assessed value of the mobile home or manufactured home. (IC 6-1.1-12-40.5)