

**Greene County Recorder  
Stuart A. Dowden  
PO Box 309 Bloomfield, IN 47424  
812-384-2020 or fax 812-384-2044  
We are open Monday thru Friday 8:00 am until 4:00 pm**

**COMMON ERRORS FOUND IN DOCUMENTS**

- **Affirmation statement missing (IC 36-2-11-15)**
- **Auditor or Assessor refused document. Call 812-384-8658.**
- **Cross reference info to original missing/wrong: Document #, Book/Page, Names**
- **Does not conform: Must have 2" margin at the top and bottom of the first and last page, as well as 1" on all other pages (IC 36-2-11-16.5)**
- **"Grantees Address \_\_\_\_\_" is missing. (IC 32-21-2-3)**
- **Legal description is missing or incomplete.**
- **Name must be printed below all signatures (IC 36-2-11-16)**
- **Name, signature & typed name must be the same throughout the document (IC 36-2-11-16)**
- **Notary Public info missing: County & State where notarized/County of Residence / Signature / Seal / Commission expiration date / Printed or typed name under signature (IC 33-42-2-9).**
- **Payment needs to be made payable to: Greene County Recorder**
- **Payment overage is more than \$3/document (IC 36-2-11-6)**
- **Poor quality document-will not digitally image. (IC 36-2-11-16 & 16.5)**
- **Power of Attorney recorded document number not listed (IC 30-5-3-3)**
- **Prepared by statement, with individual name is missing. (IC 36-2-11-15)**
- **Real estate not located in Greene County**
- **Recording fee submitted is incorrect. A fee schedule is available on the fee web page.**
- **Signature on document or check is missing.**
- **Typewritten or computer generated not in black ink in 10 point type (IC 36-2-11-16.5)**

**PLEASE SEND SELF-ADDRESSED POSTAGE PAID RETURN ENVELOPES**