

## LEGAL DESCRIPTION REQUIREMENTS

A legal description identifies the location, shape, and size of a property. A legal description may be obtained in one of the following ways:

1. A legal description is part of the deed to the property. Get the deed and make a copy of the legal description. If there is a mortgage, the lending institution may have a copy of the deed.
2. If the property owner does not have a copy of the deed, one may be obtained from the Marion County Recorder's Office:
  - a. Before contacting the Recorder, please use the online search tools to identify the document number – <https://in3laredo.fidlar.com/INMarion/DirectSearch/#!/search#%2Fsearch>. You will need the current owner's name. The approximate date of purchase is also helpful, but not necessary.
  - b. Once you have the document number or if you are unsuccessful in finding the number, you may call or visit the Recorder's Office to obtain a copy of the document (contact information below).
3. If the legal description cannot be obtained via the above methods, a licensed surveyor can draft one for the property.

### Additional Information:

- Be sure that the copies of the legal description can be easily read. Otherwise, the copies **cannot** be accepted.
- The abbreviated property descriptions which are on the property record card or property tax documents are **not** acceptable.
- The Marion County Recorder's Office:
  - Telephone: 317-327-4020
  - E-mail: [recorder@indy.gov](mailto:recorder@indy.gov)
  - Office location: 7th floor of the City-County Building, Suite 741
- The Marion County Assessor's Office:
  - Telephone: 317-327-4907
  - E-mail: [assessor@indy.gov](mailto:assessor@indy.gov)
  - Office location: 13th Floor of City-County Building, Suite 1360
- If the submitted legal description is incorrect or has any errors, you will be contacted by the GIS Coordinator for Current Planning.