



SALES DISCLOSURE FORM

State Form 46021 (R13 / 12-21)

Prescribed by Department of Local Government Finance
Pursuant to IC 6-1.1-5.5

SDF ID

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County

Year

Unique ID

PRIVACY NOTICE: The telephone numbers and Social Security numbers of the parties on this form are confidential according to IC 6-1.1-5.5-3. Do NOT place personally identifiable information (e.g. consulate numbers, passport numbers; government ID numbers, etc.) on this form as it may become publicly available.

NOTE: All questions must be answered to the best of the individual's ability. If the question does not apply, write "N/A" in the space provided. If the information requested is unknown, leave the space provided blank. Failure to provide a response for the italicized fields shall not result in the rejection of the underlying conveyance document by local officials.

INSTRUCTIONS: For additional information on how to complete this form, see the Sales Disclosure Form Instructions.

PART 1 – To be completed by BUYER/GRANTEE and SELLER/GRANTOR

A. PROPERTY TRANSFERRED – Must be conveyed on a single conveyance document (Additional contiguous properties can be listed on Page 5.)

1. Parcel Number or Tax Identification Number	Check all boxes applicable to parcel.	5. Complete Address of Property	6. Complete Tax Billing Address (if different from property address)
A.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		

7. Legal Description of Parcel:

B. CONDITIONS – Check only those that apply.

If condition 1 applies, filer is subject to disclosure and a disclosure filing fee.

YES NO CONDITION

- ☐ ☐ 1. A transfer of real property interest for valuable consideration.
- ☐ ☐ 2. Buyer is an adjacent property owner.
- ☐ ☐ 3. Vacant land (No structures on land)
- ☐ ☐ 4. Exchange for other real property ("Trade")
Parcel Number of traded property: _____
- ☐ ☐ 5. Land contract.
Contract term (YYYY-YYYY): _____
Contract date (MM/DD/YYYY): _____
- ☐ ☐ 6. Partial interest. Describe: _____

YES NO CONDITION

- ☐ ☐ 7. Easements or right-of-way grants. (Please note that: (i) public utility/governmental easements; or (ii) rights-of-way that do not transfer fee simple; do not require a sales disclosure form. See the instructions for more information.)

If conditions 8-10 apply, filers are subject to disclosure, but not to the disclosure filing fee.

- ☐ ☐ 8. Document for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, eminent domain, or probate.
- ☐ ☐ 9. Documents involving the partition of land between tenants in common, joint tenants, or tenants by entirety.
- ☐ ☐ 10. Transfer to a charity, not-for-profit organization, or governmental entity or agency.

C. TRANSACTION DETAILS – Complete only those that apply.

YES NO CONDITION

- ☐ ☐ 1. Sheriff Sale or Tax Sale
- ☐ ☐ 2. Short Sale
- ☐ ☐ 3. Quitclaim Deed
- ☐ ☐ 4. Auction

5. Other: _____

YES NO 6. Transaction includes multiple Sales Disclosure Forms?
☐ ☐ SDF Form _____ of _____

7. Date conveyance document signed (MM/DD/YYYY): _____

8. Approximate number of days property was on the market: _____

9. Total number of parcels on this disclosure: _____
(If there is more than one (1) parcel, see Page 5.)

10. Select the type(s) of property below and fill out corresponding page(s).
Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Residential
(Complete Page 2, Sec. D-E) | <input type="checkbox"/> Agricultural
(Complete Page 2, Sec. D-E) |
| <input type="checkbox"/> Commercial
(Complete Page 2, Sec. F-G) | <input type="checkbox"/> Industrial
(Complete Page 2, Sec. F-G) |

RESIDENTIAL OR AGRICULTURAL PROPERTY**D. SALES DATA – Complete only those that apply.**

☐ Information contained in question 3 is confidential and non-disclosable under IC § 5-14-3-4

YES	NO	CONDITION	3. Planned use of the property?
<input type="checkbox"/>	<input type="checkbox"/>	1. Changes to the property between Jan. 1 and sale date? Describe: _____	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	2. Property is a residential rental property.	_____

E. FINANCE DATA – Complete only those that apply.

YES	NO	CONDITION
1. Sales Price: _____		
2. Personal Property included in transfer. Amount: _____		
3. Seller paid points/closing costs. Amount: _____		
4. Existence of family or business relationship between the buyer and the seller. Amount of discount (if any): \$ _____		
5. Describe any less-than-complete ownership interest and terms of seller financing. _____		
<input type="checkbox"/>	<input type="checkbox"/>	6. Is the seller financing the sale? (If yes, answer questions 7-8)
<input type="checkbox"/>	<input type="checkbox"/>	7. Is buyer/borrower personally liable for loan?
<input type="checkbox"/>	<input type="checkbox"/>	8. Is this a mortgage loan?
<input type="checkbox"/>	<input type="checkbox"/>	9. Was an appraisal done?

COMMERCIAL OR INDUSTRIAL PROPERTY**F. SALES DATA – Complete only those that apply.**

☐ Information contained in question 3 is confidential and non-disclosable under IC § 5-14-3-4.

YES	NO	CONDITION	3. Planned use of the property?
<input type="checkbox"/>	<input type="checkbox"/>	1. Changes to the property between Jan. 1 and sale date? Describe: _____	Describe: _____
<input type="checkbox"/>	<input type="checkbox"/>	2. Property is a residential rental property.	_____

G. FINANCE DATA – Complete only those that apply.

☐ Information contained in questions 2-13 is confidential and non-disclosable under IC § 5-14-3-4 and IC § 6-1.1-35-9

1. Sales price. Amount: _____		9. How was the sale financed? (Check any that apply.)	
Check only those conditions that apply.		<input type="checkbox"/> All Cash <input type="checkbox"/> Seller Financing <input type="checkbox"/> Construction Loan <input type="checkbox"/> Mortgage Loan <input type="checkbox"/> Sale Leaseback <input type="checkbox"/> Small Business Loan	
YES	NO	CONDITION	10. How was property marketed? <input type="checkbox"/> Word of mouth
<input type="checkbox"/>	<input type="checkbox"/>	2. Sale price included an existing business?	<input type="checkbox"/> List with broker <input type="checkbox"/> For sale sign <input type="checkbox"/> Buyer approached
<input type="checkbox"/>	<input type="checkbox"/>	3. Sale price included a liquor license?	11. Special Circumstances? (Check any that apply.)
<input type="checkbox"/>	<input type="checkbox"/>	4. Transaction was part of a portfolio sale?	<input type="checkbox"/> Sale between same business entity <input type="checkbox"/> Sale in lieu of foreclosure <input type="checkbox"/> Sold at auction <input type="checkbox"/> Trade of equipment or services <input type="checkbox"/> Sale of partial interest
<input type="checkbox"/>	<input type="checkbox"/>	5. Any part of the property was leased at time of sale?	12. Value of personal property included: \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	6. Sale included property receiving an abatement?	13. Value of intangible personal property included: \$ _____
<input type="checkbox"/>	<input type="checkbox"/>	7. Appraisal was completed for the sale? Appraisal Value \$ _____	
<input type="checkbox"/>	<input type="checkbox"/>	8. Sale included property in a Tax Increment Finance (TIF) District?	

RELIGIOUS USE PROPERTY TAX EXEMPTION

Is the property being transferred going to continue to be used by a church or religious society for the same property tax exempt purposes provided by IC 6-1.1-21-10(e)?	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

PART 2 – COUNTY ASSESSOR

The county assessor must verify and complete items 1 through 14 and stamp the sales disclosure form before sending it to the auditor:

	1. Property (Parcel Number)	2. AV of Land	3. AV of Improvement	4. Value of Depreciable Personal Property	
A.)					
	5. AV Total	6. Property Class Code	7. Neighborhood Code	8. Tax District	9. Acreage
A.)					
Assessor Stamp		10. Identify physical changes to property between the assessment date and the date of sale:		YES NO CONDITION <input type="checkbox"/> <input type="checkbox"/> 11. Is form completed? <input type="checkbox"/> <input type="checkbox"/> 12. State sales disclosure fee required? 13. Date of sale (mm/dd/yyyy): _____ 14. Date form received (mm/dd/yyyy): _____	

Items 15 through 18 are to be completed by the assessor when validating this sale:

15. If applicable, identify any additional special circumstances relating to validation of sale:	YES NO CONDITION <input type="checkbox"/> <input type="checkbox"/> 16. Sale valid for trending? <input type="checkbox"/> <input type="checkbox"/> 17. Validation of sale complete? 18. Validated by: _____

PART 3 – COUNTY AUDITOR

Auditor Stamp	1. State sales disclosure fee amount collected: \$ _____	YES NO CONDITION <input type="checkbox"/> <input type="checkbox"/> 6. Is form completed? <input type="checkbox"/> <input type="checkbox"/> 7. Is state sales disclosure fee collected? <input type="checkbox"/> <input type="checkbox"/> 8. Attachments complete?
	2. Other local fee: \$ _____	
	3. Total fee collected: \$ _____	
	4. Auditor receipt book number: _____	
	5. Date of transfer (mm/dd/yyyy): _____	

PART 4 – RECEIPT FOR STATEMENT OF DEDUCTION OF ASSESSED VALUATION

SDF ID	SDF Date (mm/dd/yyyy)	Buyer 1 – Name as appears on conveyance document	
Parcel number		Address of Property (number and street)	
Check those deductions for which the individual has applied:		City, state, and ZIP Code of property	
<input type="checkbox"/> Homestead <input type="checkbox"/> Solar Energy <input type="checkbox"/> Wind Power <input type="checkbox"/> Hydroelectric <input type="checkbox"/> Geothermal		Auditor Signature	Date (mm/dd/yyyy)

A person who knowingly and intentionally falsifies value of transferred real property, or omits or falsifies any information required to be provided in the sales disclosure form, commits a Level 5 felony.



SALES DISCLOSURE PART 1(A)

State Form 55632 (R / 1-21)

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SDF ID

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County

Year

Unique ID

PART 1 – To be completed by BUYER/GRANTEE and SELLER/GRANTOR

A. PROPERTY TRANSFERRED – Must be conveyed on a single conveyance document.

(Multiple parcels can be listed on this form and attached to State Form 46021 only if they are contiguous and located entirely within a single taxing district.)

1. Parcel Number or Tax Identification Number	Check all boxes applicable to parcel.	5. Complete Address of Property	6. Complete Tax Billing Address (if different from property address)
B.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		
7. Legal Description of Parcel B:			
C.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		
7. Legal Description of Parcel C:			
D.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		
7. Legal Description of Parcel D:			
E.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		
7. Legal Description of Parcel E:			
F.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		
7. Legal Description of Parcel F:			
G.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		
7. Legal Description of Parcel G:			
H.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		
7. Legal Description of Parcel H:			