

Posey County Recorder  
Mary Hoehn Rhoades  
Shasta Carr – Chief Deputy  
Barb Smith – Deputy  
126 E. Third St., Room 215, Mount Vernon, Indiana 47620  
Phone (812) 838-1314-Fax (812) 838-8563  
<http://www.poseycountyin.gov/about-us/recorders-office>

**PLEASE RETURN THIS CORRECTION SHEET WITH DOCUMENT(S)**

We regret that it is necessary to return the submitted documents for the following reason(s) noted below:

- Power of Attorney number not listed (I.C. 30-5-3-3).
- Additional fee of \$ \_\_\_\_\_ needed.
- Lacks signature on document or check.
- Lacks individual name of document preparer (I.C. 36-2-11-15).
- Check needs to be payable to Posey County Recorder.
- Incorrect Book & Page Instrument Number
- Name, signature & typed name must be the same throughout document (I.C. 36-2-11-16).
- Does not conform: Must have 2" Margin at the top of the first page and 1" on all other Pages (I.C. 36-2-11-16.5).
- Lacks Notary Public (I.C. 33-42-2) County of Residence Signature Seal  
Commission expiration date Printed or typed name under signature
- Legal Description is missing or incomplete.
- Not typewritten or computer generated in black ink in 10 point type (I.C. 36-2-11-16.5).
- Name must be printed below all signatures (I.C. 36-2-11-16).
- Not Posey County
- Cannot accept more than \$3.00 in overage per document.
- Affirmation statement (I.C. 36-2-11-15) missing.
- Does not have data and/or correct data for cross reference.
- Poor quality document – will not digitally image. (I.C.36-2-11-16 & 16.5)
- Other

If you have any questions, please feel free to call or e-mail. We are open Monday through Friday from 8:00 a.m. until 4:00 p.m. Thank you for your cooperation.

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