



Marion County Sheriff's Office

Sheriff John R. Layton

Real Estate Rules & Requirements for Plaintiffs/Attorneys

Marion County Sheriff's Sale

Effective May 2018 Sale

Deeds with large property descriptions can be on 8.5" x 11" or 8.5" x 14" paper, stapled as needed. Sheriff's File number(s) (sale date and sale number, examples: 04.18.2018.001, 04.18.2018.009, 04.18.2018.010, 04.18.2018.011, 04.18.2018.178) must be inserted in the upper right corner of all documents. These documents include Notice of Sale; Sheriff 's Deeds; Clerk Returns; Plaintiff Bid Forms; Treasurer's Tax Clearance Forms; Removal Letters; Assignment of Judgment/Bids and Added Costs Sheet (to include bid justification). Attorneys are responsible for calculating all interest amounts relating to the respective sale and due no later than 3:00 p.m. two business days prior to the respective sale date. All bids that are more than full judgment amount must have a bid justification.

Plaintiff Bid Forms; Treasurer's Tax Clearance Forms; Removal Letters; Assignment of Judgment/Bids and Added Costs Sheets are due no later 3:00 p.m. two business days prior to the respective sale date.

Cost checks for User Fees, Sheriff's fees and Publication Fees (including Sheriff's File Number on checks) are also due and requested no later 3:00 p.m. two business days prior to the respective sale date.

(UPDATE: Cost checks will now be cashed and applied as part of the Sheriff Sale process. Please be sure to consider these costs as part of the minimum bid amount and Plaintiff's written bid as applicable.)

Attorneys are responsible for preparing all Sheriff's Deeds, Clerk Returns and Sales Disclosure Forms for all sales including third party purchases.

Deeds, Clerk Returns, Sales Disclosure Forms and removal checks, made payable to "Marion County Sheriff", and recording checks, made payable to "Marion County Assessor's Office" and "Marion County Recorder" are due no later 3:00 p.m. on Friday following the respective sale date.

All delinquent taxes, special assessments, penalties and interest that are due must be paid prior to the sale. Every parcel scheduled for Sheriff's Sale must have a Treasurer's Tax Clearance Form stamped by the Treasurer's Office. A stamped Tax Clearance Form is proof that delinquent taxes have been paid. A stamped Tax Clearance Form is the only proof of paid taxes that the Marion County Sheriff's Office will accept. You will need to contact the Marion County Treasurer's Office for their specific rules.

The Plaintiff's attorney is responsible to assure that the Marion County Sheriff's Office receives all pertinent documents on time and properly completed.



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No property may be removed on the date of sale without a court order. Please note that any bankruptcy paperwork must be submitted by the Plaintiff's attorney sending the property to the respective Marion County Sheriff's Sale. We will not remove any property regarding a bankruptcy without the request of the Plaintiff's attorney.

The \$200.00 administrative user fee will be assessed on every property for which the Marion County Sheriff's Office has received by the Marion County Clerk's Office a certified copy of the judgment and decree under the seal of the court.

Failure to comply with above may result in the removal of the property from sale.

If you have any questions, please contact our Real Estate Team at

MCSO-SheriffSaleRealEstate@indy.gov or (317) 327-2450.

<http://iga.in.gov/legislative/laws/2017/ic/titles/032/#32-29-7-3>

<http://www.indy.gov/eGov/County/MCSD/Services/RealEstate/Pages/RulesforAttorneys.aspx>