

**MARION COUNTY SHERIFF'S DEPARTMENT  
FRANK J. ANDERSON  
200 EAST WASHINGTON STREET  
SUITE 1122 CITY-COUNTY BUILDING**

**INDIANAPOLIS, INDIANA 46204  
TELEPHONES (317) 327-2450 OR 327-2459**

**SHERIFF'S SALE REQUIREMENTS  
Effective August 1, 2009**

Notices, deeds clerk returns and bid forms must be on 8 ½" by 11" paper. All forms must have the Sheriff's file number in the upper right corner. Documents without the file number in the upper right corner will **NOT** be processed. All forms **MUST** be completely filled out with accurate information.

Clerk Returns, Deeds and Sales Disclosures, along with checks payable to the Marion County Auditor and Marion County Recorder for the appropriate amounts, must be received within **two (2) days** after the date of Sheriff's sale.

Any property taxes that are due and owing, and for which the due date has passed as of the date of the sheriff's sale, and/or any amount of redemption where a certificate of sale is outstanding, **MUST** be paid prior to bidding. Cancelled check, receipt from Treasurer and/or Auditor or print-out for the Treasurer's office will be necessary to verify payments. The Sheriff's office will continue to research delinquent taxes and provide that information on cost sheets.

**ALL** full judgment bids **MUST** have bid justifications **IF** bid is higher than what the Sheriff's office shows on cost sheets.

All assignments must be presented in writing and file stamped by the Marion County Clerk prior to bidding.

***PLAINTIFF BIDS ARE DUE 24 HOURS PRIOR TO SALE***

No properties may be removed after 12:00 P.M. of the date of sale without a court order.

The \$200.00 USER FEE will be assessed on all sales for which the Sheriff's Department has received a notice for publication.

**FAILURE TO COMPLY WITH THE ABOVE WILL RESULT WITH  
REMOVAL OF PROPERTY.**