



Visit Gateway SDF at <http://gatewaysdf.ifionline.org>

Gateway Sales Disclosure Form ("SDF") User Guide



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Who uses this role: Title companies and other mass users in counties that use Gateway SDF's single form entry will utilize Gateway SDF's file upload for title companies.

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Section 1: Getting Started

To access the Gateway SDF, type <http://gatewaysdf.ifionline.org> into the browser.

Users will be directed to the main Gateway SDF homepage. Here, returning users and new users can login or create a Gateway SDF account.

New users need to create a Gateway SDF account. To create an account, click “Create New SDF User Account.” Users that already have an account can simply click “Login.”

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for government units

Sales Disclosure Form
An Information for Indiana Data Site

Sales Disclosure Forms

Returning Users

- [Login](#)

New User

- [Create New SDF User Account](#)
- Find out where to file for a county:

Please click here for [Frequently asked questions](#)

The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

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(GatewaySDF@dlgf.in.gov)

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New Users

New users will be directed to the “Sign Up for a New Account” screen to create an account. All fields must be entered in order to create a user account. When users create an account, they need to request a role (see next page for role explanations and request instructions).

A role is requested by checking a box above the “First Name” field. This request will be sent to the Department where your role will be approved. After all the account information has been entered and confirmed and a role has been selected, click on “Create User”.

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[Login](#) | [Create User](#) | [Main](#) | [FAQ](#) | [Password Recovery](#)

Sign Up for a New Account

I work in the County Assessor's Office requesting upload capability
 I work at a Title Company requesting upload capability

First Name:

Last Name:

Email:

Confirm Email:

Password:

Confirm Password:

Who Uses What Role? How Do You Request the Role?

Role A: Single Form Entry

Who: Counties that use the state-provided sales disclosure system instead of a software vendor system will utilize Gateway SDF's single form entry.

How: When creating an account for the single form entry, users will need to enter an email and password and reenter the same information in the "confirm" fields but will not need to check one of the boxes above the First Name field.

Sign Up for a New Account

I work in the County Assessor's Office requesting upload capability

I work at a Title Company requesting upload capability.

First Name:

Last Name:

Email:

Confirm Email:

Password:

Confirm Password:

Additionally, for those assessors who have an account to access the assessor edit tool, the current username and password have already been imported in Gateway SDF. Therefore, these users can use this username and do not need to create a new username.

Role B: Vendor Counties File Upload

Who: Counties using a vendor's software to handle their sales disclosure data processing will utilize Gateway SDF's file upload for vendor counties.

How: When creating an account for the vendor county file upload, users will need to request the upload functionality. The upload functionality is not granted for users automatically and must be requested and approved. The upload functionality for vendor counties is requested by checking the box next to "I work in the County Assessor's Office requesting upload capability", as pictured below.

Sign Up for a New Account

I work in the County Assessor's Office requesting upload capability 

I work at a Title Company requesting upload capability.

Title:

County:

First Name:

Last Name:

Email:

Confirm Email:

Password:

Confirm Password:

Role C: Title Companies File Upload

Who: Title companies and other mass users in counties that use Gateway SDF's single form entry may choose to utilize Gateway SDF's file upload for title companies.

How: When creating an account for the title company file upload, users who desire this access will need to request the upload functionality. The upload functionality for title companies is requested by checking the box next to "I work at a Title Company requesting upload capability", as pictured below.

Sign Up for a New Account

I work in the County Assessor's Office requesting upload capability

I work at a Title Company requesting upload capability. 

Title:

County:

First Name:

Last Name:

Email:

Confirm Email:

Password:

Confirm Password:

Returning Users

After clicking the “Log In” button, users will be directed to a page where they will enter in their email address and password.

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[Login](#) | [Create User](#) | [Main](#) | [FAQ](#) | [Password Recovery](#)

Login

Email:

Password:

Remember me next time.

[Can't access your account?](#)

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User cannot remember password: If at any point, a user does not remember their password, they can click on the “Password Recovery” tab or the “Can’t access your account?” link to retrieve their password. The user will be redirected to a page where they will enter their Gateway SDF account email address in order to retrieve their password.

[Login](#) | [Create User](#) | [Main](#) | [FAQ](#) | [Password Recovery](#)

Forgot Your Password?

Forgot Your Password?

Enter your Email Address to receive your password.

Email Address:

If a user enters in an email address that is not tied to a Gateway SDF account, they will receive the following warning: “We are unable to process your request. Please correct username or try again later”.

Getting Started

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Sales Disclosure Form
An Information for Indiana Data Site

Login | [Create User](#) | [Main](#) | [FAQ](#) | [Password Recovery](#)

Login

Email:

Password:

Remember me next time.

[Can't access your account?](#)

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User does not know account email address: If at any given point in time, a user forgets their Gateway SDF account email address, they will need to email the Department at GatewaySDF@dlgf.in.gov.

The user should specify the issue in the email along with their first and last name. The Department will use this information and work with the user to help retrieve their Gateway SDF account email address.

User did not specify correct role: If a user has a Gateway SDF account and did not specify a role or the user specified the wrong role, they will need to email the Department at GatewaySDF@dlgf.in.gov.

The user should specify the issue in the email along with their Gateway SDF account email address, and the Department will work with the user to assign them their correct role.

Other login issues: If a user experiences any other issues with logging into Gateway SDF, please contact the Department at GatewaySDF@dlgf.in.gov.

Section 2: Role A - Single Form Entry

Beginning New SDF

To begin a new Sale Disclosure Form (SDF) click on the “[Begin a new SDF](#)” link under the “Main” tab.

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Sales Disclosure Form
An *Information for Indiana* Data Site

[Logout](#) | [Main](#) | [Change Password](#) | [FAQ](#)

Sales Disclosure Forms
Welcome rscruggs@dlgf.in.gov

[Begin a new SDF form »](#)

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After clicking on the link, notice there is a new tab titled “SDF Forms”. Here, the user is prompted to choose a location of the sale (county in which the sale took place) and the year of the transaction from the drop down menus. Once a selection has been made, click the “Create SDF ID and start form” button.

[Logout](#) | [Main](#) | [SDF Form](#) | [Change Password](#) | [FAQ](#)

Sales Disclosure Forms

Welcome rscruggs@dlgf.in.gov .

Please select location of sale:

Year of transaction:

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Navigation in Gateway SDF: The SDF is broken out by section. Each section of the form will appear on its own screen. Users can navigate to any section of the SDF at any point in time by clicking on the section links to the right or by using the green arrows located at the bottom of the section.

[Logout](#) | [Main](#) | [SDF Form](#) | [Change Password](#) | [FAQ](#)

PART 1 - To be completed by BUYER/GRANTEE and SELLER

Table A. PROPERTY TRANSFERRED - MUST BE CONVEYED ON A SINGLE CONVEYANCE DOCUMENT

Property Number	Property Address	Billing Address	Parcel Type
Empty	Empty	Empty	Empty

- [A. Property](#)
- [B. Conditions](#)
- [C. Sales Data](#)
- [D. Preparer](#)
- [E. Seller\(s\)/Grantor\(s\)](#)
- [F. Buyer\(s\)/Grantee\(s\)](#)
- [Review/Submit](#)

Multiple parcels may listed on one SDF if they are contiguous and are within the same taxing district.

[A. Property](#) | [Next B. Conditions](#) 

Saving data in Gateway SDF: Entered data is not saved automatically and must be saved at the end of each section. Once all the information has been entered in a section, users must click on the “Submit” or “Save” button to save the information for that section. If a user tries to navigate to a different section of the SDF without saving, they will receive the following message: “Are you sure you want to leave without saving changes?”



[Logout](#) | [Main](#) | [SDF Form](#) | [Change Password](#) | [FAQ](#)

PART 1 - To be completed by BUYER/GRANTEE and SELLER

Table A. PROPERTY TRANSFERRED - MUST BE CONVEYED ON A SINGLE CONVEYANCE DOCUMENT

Property Number	Property Address	Billing Address	Parcel Type
Empty	Empty	Empty	Empty

Multiple parcels may listed on one SDF if they are contiguous and are within the same taxing district.

* Required Field



Table A: Property Transferred

The “Create SDF ID and start form” button redirects users to “Table A. Property Transferred”.

To begin data entry on the SDF, click on the  button. The table below will appear.

A red asterisks (*) will appear if any required fields are left blank. Users will not able to navigate to the next section or save a section if a field with required information has not been entered.

[Logout](#) | [Main](#) | [SDF Form](#) | [Change Password](#) | [FAQ](#)

PART 1 - To be completed by BUYER/GRANTEE and SELLER

Table A. PROPERTY TRANSFERRED - MUST BE CONVEYED ON A SINGLE CONVEYANCE DOCUMENT

Property Number	Property Address	Billing Address	Parcel Type
49-00-00-000-000.000-000	1234, 1234	1234, 1234	Land

Multiple parcels may listed on one SDF if they are contiguous and are within the same taxing district.

* Required Field

1. Property Number Parcel: <input type="text" value="49-00-00-000-000.000-000"/> OR Sub Division: <input type="text"/> Lot: <input type="text"/>	Check box if applicable to parcel <input type="checkbox"/> 2. Split <input checked="" type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement	5. Complete Address of Property Street Address: <input type="text" value="1234"/> City: <input type="text" value="Main St"/> State: <input type="text" value="IN"/> Zip Code: <input type="text" value="46202"/>	6. Complete Tax Billing Address (if different from property address) <input checked="" type="checkbox"/> Check if Same as Property Address Street Address: <input type="text" value="1234"/> City: <input type="text" value="Main St"/> State: <input type="text" value="IN"/> Zip Code: <input type="text" value="46202"/>
7. Legal Description of Parcel: <input type="text"/> Limited to 500 characters			

[A. Property](#)
[B. Conditions](#)
[C. Sales Data](#)
[D. Preparer](#)
[E.](#)
[Seller\(s\)/Grantor\(s\)](#)
[F.](#)
[Buyer\(s\)/Grantee\(s\)](#)
[Review/Submit](#)

[A. Property](#) | [Next B. Conditions](#) 

After the information entered has been saved, a summary table of the property information entered in Table A will appear. From this page, users are able to either “Edit” the property information or “Delete” the record.

If the sale is a multi parcel sale and the two parcels are contiguous and within the same taxing district, both parcels can be on the same SDF. To add another parcel, click on the “Add Parcel” button.

[Logout](#) | [Main](#) | [SDF Form](#) | [Change Password](#) | [FAQ](#)

PART 1 - To be completed by BUYER/GRANTEE and SELLER

Table A. PROPERTY TRANSFERRED - MUST BE CONVEYED ON A SINGLE CONVEYANCE DOCUMENT

Property Number	Property Address	Billing Address	Parcel Type		
49-00-00-000-000.000-000	1234, Main St	1234, Main St	Land	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Multiple parcels may listed on one SDF if they are contiguous and are within the same taxing district.

[A. Property](#) | [Next B. Conditions](#) 

[A. Property](#)
[B. Conditions](#)
[C. Sales Data](#)
[D. Preparer](#)
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[F. Buyer\(s\)/Grantee\(s\)](#)
[Review/Submit](#)

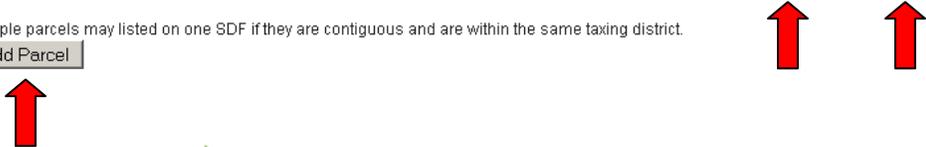


Table B: Conditions

If the green arrow is selected, the user is redirected to “Table B. CONDITIONS”. This table consists of fifteen “Yes/No” statements. Here, users identify all conditions that apply for the property that is being transferred.

Every question needs to be answered. The user will not be able to move to another section if one of the questions has not been answered.

Please note there is now, also, a green arrow that allows users to navigate to the previous Data page.

[Logout](#) | [Main](#) | [SDF Form](#) | [Change Password](#) | [FAQ](#)

Table B. CONDITIONS - IDENTIFY ALL THAT APPLY

Save Part B. CONDITIONS

YES NO CONDITION

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 1. A transfer of real property interest for valuable consideration. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 2. Buyer is an adjacent property owner. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 3. Vacant Land. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 4. Exchange for other real property ("Trade"). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 5. Seller paid points. <i>(Provide the value Table C Item 12.)</i> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 6. Change planned in the primary use of the property? <i>(Describe in special circumstances in Table C Item 3.)</i> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 7. Existence of family or business relationship between buyer and seller. <i>(Complete Table C Item 4.)</i> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 8. Land contract. Contract term (YY): <input type="text"/>
and contract date (MM/DD/YYYY): <input type="text"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 9. Personal property included in transfer. <i>(Provide the value Table C Item 5.)</i> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 10. Physical changes to property between March 1 and date of sale. <i>(Describe in special circumstances in Table C Item 3.)</i> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 11. Partial interest. <i>(Describe in special circumstances in Table C Item 3.)</i> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 12. Easements or right-of-way grants. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 13. Document for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgement, condemnation, or probate. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 14. Documents involving the partition of land between tenants in common, joint tenants, or tenants by the entirety. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 15. Transfer to a charity, not-for-profit organization, or government. |

[A. Property](#)
[B. Conditions](#)
[C. Sales Data](#)
[D. Preparer](#)
[E. Seller\(s\)/Grantor\(s\)](#)
[F. Buyer\(s\)/Grantee\(s\)](#)
[Review/Submit](#)

Save Part B. CONDITIONS



[← Back A. Property](#) | [B. Conditions](#) | [Next C. Sales Data →](#)



Table C: Sales Data

The “Table C. SALES DATA” is where users are able to enter disclosure value information. All of the input boxes on the table require a numeric value except “1. Conveyance date” (date) and “3. Special circumstances” (text). The single form entry will not allow users to enter non-numeric values into numeric fields.

Table C. SALES DATA - DISCLOSURE VALUE OF ITEMS IN TABLE B, ITEMS 1-15

Save Part C. SALES DATA

1. Conveyance date (MM/DD/YYYY): 

2. Total number of parcels:

3. Describe any unusual or special circumstances related to this sale, including the specification of any less-than-complete ownership interest and terms of seller financing. Max character Limit is 255.

YES NO CONDITION

4. Family or business relationship existing between buyer and seller? Amount of discount: \$

(Disclose actual value in money, property, a service, an agreement, or other consideration.)

5. Estimated value of personal property: \$

6. Sales price: \$

YES NO CONDITION

7. Is the seller financing sale? If yes, answer questions (8-13).

8. Is buyer/borrower personally liable for loan?

9. Is this a mortgage loan?

10. Amount of loan: \$

11. Interest rate: %

12. Amount in points: \$

13. Amortization period:

Save Part C. SALES DATA

 [Back B. Conditions](#) | [C. Sales Data](#) | [Next D. Preparer](#) 

[A. Property](#)
[B. Conditions](#)
C. Sales Data
[D. Preparer](#)
[E. Seller\(s\)/Grantor\(s\)](#)
[F. Buyer\(s\)/Grantee\(s\)](#)
[Review/Submit](#)

Table D: Preparer

“Table D. Preparer” is for the preparer’s information. In order to make Table D appear, users will need to click on the **Add Preparer** button.

A new feature with Gateway SDF is that it allows users to store the preparer’s information so that it does not need to be manually entered each time a user completes a SDF. To store the information, click on the “Save and use this as your profile for later” button after all the preparer’s information has been entered.

If the user has already stored their information, they will click the box next to “Use Profile Information?” This will automatically populate the preparer’s information for the SDF with the profile information that has been stored and saved.

Table D. PREPARER - PREPARER OF THE SALES DISCLOSURE FORM

Preparer Name	Preparer Company	Preparer Address
Empty	Empty	Empty

Submit Cancel Use Profile Information? Save and use this as your profile for later

Preparer Company Preparer Title Suffix
Hoosier

First Name Middle Name Last Name
John Michael Doe

Address (Number and Street)
1234 Main St.

Address 2

City State Zip
Indianapolis IN 46202

Telephone Number Ext. E-mail
(555) 555-5555 jmdoe@hoosier.com

Submit Cancel Use Profile Information? Save and use this as your profile for later

- [A. Property](#)
- [B. Conditions](#)
- [C. Sales Data](#)
- D. Preparer**
- [E. Seller\(s\)/Grantor\(s\)](#)
- [F. Buyer\(s\)/Grantee\(s\)](#)
- [Review/Submit](#)

[Back C. Sales Data](#) | **D. Preparer** | [Next E. Seller\(s\)/Grantor\(s\)](#)

After the information has been saved, the user will be redirected to a summary table of the preparer's information just entered. Here, users can "Edit" or "Delete" their entry of the preparer's information.

[Logout](#) | [Main](#) | [SDF Form](#) | [Change Password](#) | [FAQ](#)

Table D. PREPARER - PREPARER OF THE SALES DISCLOSURE FORM

Preparer Name	Preparer Company	Preparer Address	
Doe, John	Hoosier	1234 Main St., Indianapolis	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

- [A. Property](#)
- [B. Conditions](#)
- [C. Sales Data](#)
- D. Preparer**
- [E. Seller\(s\)/Grantor\(s\)](#)
- [F. Buyer\(s\)/Grantee\(s\)](#)
- [Review/Submit](#)

[Back C. Sales Data](#) | [D. Preparer](#) | [Next E. Seller\(s\)/Grantor\(s\)](#)

If there is more than one preparer for this transaction, another preparer may be added clicking the "Add Preparer" button.

Table E: Seller(s)/Grantors(s)

“Table E. Seller(s)/Grantors(s)” is for the seller/grantor information. The user can begin data entry of the seller’s information by clicking the **Add Seller** button.

Table E. SELLER(S)/GRANTOR(S)

Seller Name	Seller Company	Seller Address
Empty	Empty	Empty

Submit Cancel

Seller Company Suffix
Boiler

First Name Middle Name Last Name
John Michael Doe

Address (Number and Street)
1234 Main St.

City State Zip
Indianapolis IN 46202

Telephone Number E-mail
(555)555-5555 jmdoe@boiler.com

Submit Cancel

- [A. Property](#)
- [B. Conditions](#)
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- [F. Buyer\(s\)/Grantee\(s\)](#)
- [Review/Submit](#)

← [Back D. Preparer](#) | [E. Seller\(s\)/Grantor\(s\)](#) | [Next F. Buyer\(s\)/Grantee\(s\)](#) →

After clicking on the “Submit” button, users are redirected to a summary page of the seller’s information. Here, users can “Edit” and/or “Delete” the information they have just entered. If there is more than one seller involved in this sale, another seller can be added to the SDF by clicking on the “Add Seller” button.

[Logout](#) | [Main](#) | [SDF Form](#) | [Change Password](#) | [FAQ](#)

Table E. SELLER(S)/GRANTOR(S)

Seller Name	Seller Company	Seller Address	Edit	Delete
Doe, John	Boiler	1234 Main St, Indianapolis		

Add Seller

- [A. Property](#)
- [B. Conditions](#)
- [C. Sales Data](#)
- [D. Preparer](#)
- [E. Seller\(s\)/Grantor\(s\)](#)
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- [Review/Submit](#)

← [Back D. Preparer](#) | [E. Seller\(s\)/Grantor\(s\)](#) | [Next F. Buyer\(s\)/Grantee\(s\)](#) →

Table F: Buyer(s)/Grantee(s)

“Table F. Buyer(s)/Grantee(s)” is for the buyer(s)/grantee(s) information. In order to make Table F appear, users need to click on the **Add Buyer** button. In this section, users fill in the buyer’s information, as well as any deductions the buyer is applying for. If the buyer is applying for a homestead deduction, the user needs to enter the last 5 digits of the buyer’s driver’s license and social security number.

Table F. BUYER(S)/GRANTEE(S) - APPLICATION FOR PROPERTY TAX DEDUCTIONS - IDENTIFY ALL ITEMS THAT APPLY

Buyer Name	Buyer Company	Buyer Address
Empty	Empty	Empty

Submit Cancel

Buyer Company: Hoosier Suffix:

First Name: John Middle Name: Michael Last Name: Doe

Address (Number and Street): 1234 Main St.

City: Indianapolis State: IN Zip: 46202

Telephone Number: (555)555-5555 E-mail: jmdoe@hoosier.com

Would you like to receive tax bills by e-mail at this address?

Pursuant to House Enrolled Act 1344-2009, filers for homestead deductions and their spouses are now required to provide the last 5 digits of their Social Security Numbers, or if they do not have Social Security Numbers, the last 5 digits of their state driver’s license or state identification card numbers. Please note that if you are not filing for a homestead deduction, you DO NOT need to provide this information.

Last 5 Digits of Driver’s License/ID/Other Number: 00000 IN

Last 5 Digits of Social Security Number: 00000

Submit Cancel

- [A. Property](#)
- [B. Conditions](#)
- [C. Sales Data](#)
- [D. Preparer](#)
- [E. Seller\(s\)/Grantor\(s\)](#)
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- [Review/Submit](#)

Save Part F. BUYER(S)/GRANTEE(S)

YES	NO	CONDITION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Will this property be the buyer’s primary residence? Provide complete address of primary residence, including county: Street Address: <input type="text"/> City: <input type="text"/> State: IN Zip Code: <input type="text"/> County: Adams
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Does the buyer have a homestead in Indiana to be vacated for this residence? If yes, provide complete address of primary residence being vacated, including county: Street Address: <input type="text"/> City: <input type="text"/> State: IN Zip Code: <input type="text"/> County: Adams
YES	NO	CONDITION
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Homestead
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Solar Energy Heating/Cooling System
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Wind Power Device
<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Hydroelectric Power Device
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. Geothermal Energy Heating/Cooling Device
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Is this property a residential rental property?

Save Part F. BUYER(S)/GRANTEE(S)

[Back E. Property](#) | [F. Buyer\(s\)/Grantee\(s\)](#) | [Next Review/Submit](#)

After clicking on the “Submit button, users are redirected to a summary table with the buyer’s information. Here, users can “Edit” or “Delete” the information they have just entered. Users can, also, add another buyer to this SDF by clicking on the “Add Buyer” button.

Table F. BUYER(S)/GRANTEE(S) - APPLICATION FOR PROPERTY TAX DEDUCTIONS - IDENTIFY ALL ITEMS THAT APPLY

Buyer Name	Buyer Company	Buyer Address	
Doe, John	Hoosier	1234 Main St., Indianapolis	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Save Part F. BUYER(S)/GRANTEE(S) **Saved Successfully at 8/14/2012 8:53:21 AM**

YES NO CONDITION

1. Will this property be the buyer's primary residence? Provide complete address of primary residence, including county:

Street Address: City:

State: Zip Code: County:

2. Does the buyer have a homestead in Indiana to be vacated for this residence? If yes, provide complete address of primary residence being vacated, including county:

Street Address: City:

State: Zip Code: County:

YES NO CONDITION

3. Homestead

4. Solar Energy Heating/Cooling System

5. Wind Power Device

6. Hydroelectric Power Device

7. Geothermal Energy Heating/Cooling Device

8. Is this property a residential rental property?

Save Part F. BUYER(S)/GRANTEE(S) **Saved Successfully at 8/14/2012 8:53:21 AM**

[Back E. Property](#) | [F. Buyer\(s\)/Grantee\(s\)](#) | [Next Review/Submit](#)

Please note that when a user saves the information in this section, a message will pop indicating, the information has been saved and the date and time in which this information was saved.

Review/Submit

Once the user has finished their data entry of all the sections of the SDF, they can view the SDF in its entirety. Users will need to click on the “Review/Submit” link to the right of the application to view their completed SDF.

Users have the option here to “Edit” or “PDF print form” prior to officially submitting to Gateway SDF.

Submit Form

All submissions are final and cannot be edited by the preparer. Under penalties of perjury, I hereby certify that this Sales Disclosure, to the best of my knowledge and belief, is true, correct and complete as required by law, and is prepared in accordance with IC 6-1.1-5.5, "Real Property Sales Disclosure Act."



The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the [Indiana Department of Local Government Finance](#) and the [State Board of Accounts](#). It is maintained by the [Indiana Business Research Center](#) as part of the Information for Indiana Initiative.

Email

- [DLGF](mailto:GatewaySDF@dlgf.in.gov)
(GatewaySDF@dlgf.in.gov)



Users can save the data and print a PDF copy of the SDF prior to submitting. This allows users to return and edit the form before submission.

After the SDF has been reviewed, users will click the “Submit” button at the bottom of the page to officially submit the SDF to Gateway SDF. Immediately after clicking on the “Submit” button, a window will pop up asking “Are you sure you want to do the final submit?”

If any entry with required information has been left blank, a red asterisks (*) will appear and users will have to fill in that information before they can submit.

After submission, the SDF filing may not be edited. If errors on the form are found, please contact the county assessor’s office in which the sale occurred.

Summary of SDFs

All SDFs entered and saved by the user will be displayed on the “Main” tab. The “Main” tab also shows users which entered SDFs have been submitted and which ones have not yet been submitted.

SDFs that have not yet been submitted will have a “No” under the Submitted column with the option to “Edit” or “Delete” those SDFs until they are officially submitted. Likewise, those that have been submitted will have a “Yes” and users will only be allowed to view the PDF of the submitted SDFs.



[Logout](#) | [Main](#) | [Change Password](#) | [FAQ](#) | [FileUpload](#)

Sales Disclosure Forms

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SDF ID	County	Year	Submitted	
C49-2011-0000000	1	2011	Yes	View PDF
C49-2011-0000000	1	2011	No	Edit Delete
C49-2011-0000000	1	2011	No	Edit Delete
C49-2011-0000000	1	2011	No	Edit Delete

Section 3: Role B - Vendor Counties File Upload

File Upload

Users with the vendor county file upload role will click on the “File Upload” tab after logging in. Here, the application displays the page where users will upload their sales data files. Users will need to click on the “Browse” button of the file they want to upload. The user will, then, navigate to where they saved the sales file, highlight the file, and then click “Open.” Users will follow this procedure for each of the three sale files (SALECONTAC, SALEDISC, and SALEPARCEL).

When all three files have been temporarily uploaded and the location and name of the sales file is in the field box, press the “Upload” button to officially upload all three files to Gateway SDF. If a user is missing a file, a red asterisk (*) will appear and the files will not upload.

The screenshot displays the Gateway Indiana Sales Disclosure Form interface. At the top, the header includes the Gateway logo and the text "Sales Disclosure Form An Information for Indiana Data Site". Below the header, there are navigation links: "Logout | Main | Change Password | FAQ | FileUpload". The "FileUpload" link is highlighted with a red arrow. The main content area shows three rows for file selection: "SALECONTAC:", "SALEDISC:", and "SALEPARCEL:". Each row has a text input field and a "Browse..." button. The "SALECONTAC" field contains the path "S:\Tax Review\2011 Sal" and is highlighted with a red arrow. The "SALEDISC" and "SALEPARCEL" fields are empty. Below the input fields is an "Upload" button, which is also highlighted with a red arrow. An inset window titled "File Upload" shows a file explorer view of the "Adams Sales Data" folder. The folder contains three files: "SALECONTAC_2010A", "SALEDISC_2010A", and "SALEPARCEL_2010A". The "Open" button at the bottom right of the file explorer is highlighted with a red arrow.

Role B – Vendor Counties File Upload

After the files have been uploaded, a total record count of the SDFs uploaded will appear at the bottom of the screen. In addition to the record count, there will be a list of records that have encountered an error while trying to upload. These records were not loaded into Gateway SDF.

The list of records with errors includes the following information: the file that had the error, the line number in the file, the field name, and the reason for the error.

File	Line Number	SDF_ID	Field	Value
Adams - SALECONTAC.txt	5	C01 -2011-000000	Email_Tax_Statement	Missing value(s) at position:470 with length:1
Adams - SALECONTAC.txt	6	C01 -2011-000000	Email_Tax_Statement	Missing value(s) at position:470 with length:1

To view the SDFs that were uploaded, click on the “Main” tab. The “Main” tab lists all the SDFs that have been uploaded by the same user account.

Role B – Vendor Counties File Upload

Section 4: Role C- Title Companies File Upload

File Upload

Users with the title company file upload role will click on the “File Upload” tab after logging in. Here, the application displays the page where users will upload their sales data files. Users will need to click on the “Browse” button of the file they want to upload. The user will, then, navigate to where they saved the sales file, highlight the file, and then click “Open.” Users will follow this procedure for each of the three sale files (SALECONTAC, SALEDISC, and SALEPARCEL).

When all three files have been temporarily uploaded and the location and name of the sales file is in the field box, press the “Upload” button to officially upload all three files to Gateway SDF. If a user is missing a file, a red asterisk (*) will appear and the files will not upload.

The screenshot displays the Gateway Indiana Sales Disclosure Form interface. At the top, the logo for Gateway Indiana for government units and the Sales Disclosure Form logo are visible. Below the header, there is a navigation menu with links for Logout, Main, Change Password, FAQ, and FileUpload. The FileUpload tab is highlighted. The main content area shows three rows for file uploads: SALECONTAC, SALEDISC, and SALEPARCEL. Each row has a text input field and a Browse... button. The SALECONTAC row shows the path S:\Tax Review\2011 Sal. Below the input fields is an Upload button. A File Upload dialog box is open, showing the contents of the Adams Sales Data folder, which includes three files: SALECONTAC_2010A, SALEDISC_2010A, and SALEPARCEL_2010A. The dialog box has an Open button and a Cancel button. Red arrows point to the FileUpload tab, the Browse... button for SALECONTAC, the Upload button, and the Open button in the File Upload dialog box.

Role C – Title Companies File Upload

After the files have been uploaded, a total record count of the SDFs uploaded will appear at the bottom of the screen. In addition to the record count, there will be a list of records that have encountered an error while trying to upload. These records were not loaded into Gateway SDF.

The list of records with errors includes the following information: the file that had the error, the line number in the file, the field name, and the reason for the error.

[Logout](#) | [Main](#) | [Change Password](#) | [FAQ](#) | **FileUpload**

SALECONTAC:
 SALEDIS:
 SALEPARCEL:

File	Line Number	SDF_ID	Field	Value
Adams - SALECONTAC.txt	5	C01 -2011-000000	Email_Tax_Statement	Missing value(s) at position:470 with length:1
Adams - SALECONTAC.txt	6	C01 -2011-000000	Email_Tax_Statement	Missing value(s) at position:470 with length:1

Role C – Title Companies File Upload

For the title company file upload into Gateway SDF, uploaded files are not officially submitted. In order to submit these SDFs, all forms will need to be reviewed and submitted individually. To start, users will need to return to the main screen by clicking the “Main” tab. Here, users will see all the SDFs that have been uploaded by the same user account.



[Logout](#) | [Main](#) | [Change Password](#) | [FAQ](#) | [FileUpload](#) 

Sales Disclosure Forms

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[Begin a new SDF form »](#)

SDF ID	County	Year	Submitted		
C01-2011-0000000	1	2011	No		
C01-2011-0000000	1	2011	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
C01-2011-0000000	1	2011	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
C01-2011-0000000	1	2011	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
C01-2011-0000000	1	2011	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
C01-2011-0000000	1	2011	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
C01-2011-0000000	1	2011	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
C01-2011-0000000	1	2011	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
C01-2011-0000000	1	2011	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
C01-2011-0000000	1	2011	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
C01-2011-0000000	1	2011	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
C01-2011-0000000	1	2011	No	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

To delete a particular SDF, users will click the “Delete” button that corresponds to the SDF that they wish to remove.

To review and verify a SDF, users will start the process by clicking the “Edit” button.

Role C – Title Companies File Upload

Review/Submit

Clicking on the “Edit” button will prompt users to the “Part A. Property Transferred” section of the SDF. Users should go through the sections of the SDF and verify the information for accuracy. If all the information is accurate, users should click on the “Review/Submit” link.



[Logout](#) | [Main](#) | [SDF Form](#) | [Change Password](#) | [FAQ](#)

PART 1 - To be completed by BUYER/GRANTEE and SELLER

Table A. PROPERTY TRANSFERRED - MUST BE CONVEYED ON A SINGLE CONVEYANCE DOCUMENT

Property Number	Property Address	Billing Address	Parcel Type		
010000000000000000	1234 Main St. Decatur	1234 Main St. Decatur	Land Improvement	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Multiple parcels may be listed on one SDF if they are contiguous and are within the same taxing district.

- [A. Property](#)
- [B. Conditions](#)
- [C. Sales Data](#)
- [D. Preparer](#)
- [E. Seller\(s\)/Grantor\(s\)](#)
- [F. Buyer\(s\)/Grantee\(s\)](#)
- [Review/Submit](#)



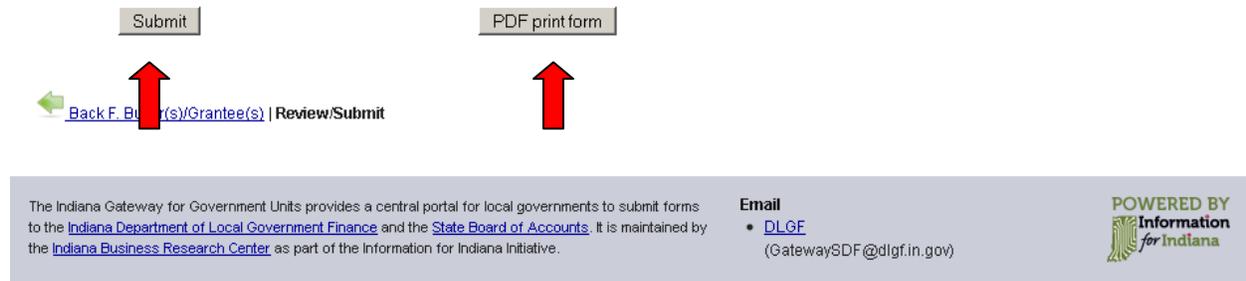
[A. Property](#) | [Next B. Conditions](#) 

Role C – Title Companies File Upload

After clicking on the “Review/Submit” link, users will be navigated to a screen that shows the entire SDF. Users have the option here to “Edit” or “PDF print form” prior to officially submitting to Gateway SDF.

Submit Form

All submissions are final and cannot be edited by the preparer. Under penalties of perjury, I hereby certify that this Sales Disclosure, to the best of my knowledge and belief, is true, correct and complete as required by law, and is prepared in accordance with IC 6-1.1-5.5, “Real Property Sales Disclosure Act.”



Users can save the data and print a PDF copy of the SDF prior to submitting. This allows users to return and edit the form before submission.

After the SDF has been reviewed, users will click the “Submit” button at the bottom of the page to officially submit a SDF to Gateway SDF. Immediately after clicking on the “Submit” button, a window will pop up asking you “*Are you sure you want to do the final submit?*”

If any entry with required information has been left blank, a red asterisk (*) will appear and users will have to fill in that information before they can submit.

After submission, the SDF filing may not be edited. If errors on the form are found, please contact the county assessor’s office in which the sale occurred.

Role C – Title Companies File Upload

Summary of SDFs

Users can view all SDFs on the “Main” tab.

All SDFs uploaded by the same user account will be displayed on the “Main” tab. The “Main” tab, also, shows users which entered SDFs have been submitted and which ones have not yet been submitted.

SDFs that have not yet been submitted will have a “No” under the Submitted column with the option to “Edit” or “Delete” those SDFs until they are officially submitted. Likewise, those that have been submitted will have a “Yes” and users will only be allowed to view the PDF of the submitted SDFs.



[Logout](#) | [Main](#) | [Change Password](#) | [FAQ](#) | [FileUpload](#)

Sales Disclosure Forms

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SDF ID	County	Year	Submitted	
C01-2011-0000000	1	2011	Yes	View PDF
C01-2011-0000000	1	2011	No	Edit Delete
C01-2011-0000000	1	2011	No	Edit Delete
C01-2011-0000000	1	2011	No	Edit Delete
C01-2011-0000000	1	2011	No	Edit Delete
C01-2011-0000000	1	2011	No	Edit Delete
C01-2011-0000000	1	2011	No	Edit Delete
C01-2011-0000000	1	2011	No	Edit Delete
C01-2011-0000000	1	2011	No	Edit Delete
C01-2011-0000000	1	2011	No	Edit Delete
C01-2011-0000000	1	2011	No	Edit Delete
C01-2011-0000000	1	2011	No	Edit Delete
C01-2011-0000000	1	2011	No	Edit Delete
C01-2011-0000000	1	2011	No	Edit Delete

Role C – Title Companies File Upload

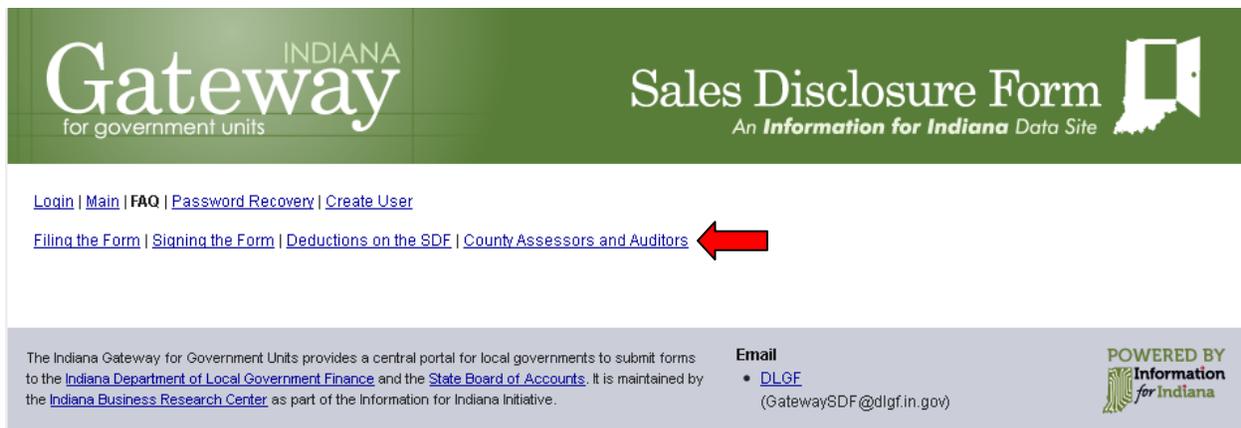
Section 5: Resources

In the main menu bar, there is a Frequently Asked Questions (“FAQ”) tab for SDFs. To access the FAQs, users will click on the “FAQ” tab.



The screenshot shows the top navigation bar with the following links: [Login](#) | [Create User](#) | [Main](#) | [FAQ](#) | [Password Recovery](#). A red arrow points to the [FAQ](#) link. Below the navigation bar is a login form with fields for Email and Password, a checkbox for "Remember me next time.", and a "Log In" button. At the bottom of the page, there is a footer with contact information and a logo for "POWERED BY Information for Indiana".

Users will be directed to another screen that breaks down the FAQ into its sections. Users will navigate through the sections, by clicking on the various tabs: “Filing the Form,” “Signing the Form,” “Deductions on the SDF,” and “County Assessors and Auditors”.



The screenshot shows the top navigation bar with the following links: [Login](#) | [Main](#) | [FAQ](#) | [Password Recovery](#) | [Create User](#). Below the navigation bar is a list of FAQ sections: [Filing the Form](#) | [Signing the Form](#) | [Deductions on the SDF](#) | [County Assessors and Auditors](#). A red arrow points to the [Filing the Form](#) link. At the bottom of the page, there is a footer with contact information and a logo for "POWERED BY Information for Indiana".

Resources

When a user clicks on one of the “FAQ” tabs, a list of FAQs pertaining to the tab heading will appear on the screen. The user can retrieve the answer to a question by clicking on the question. The answer will then appear below the question.



The screenshot shows the Gateway Indiana Sales Disclosure Form website. The header includes the Gateway logo for government units and the Sales Disclosure Form title, with the tagline "An Information for Indiana Data Site" and a map of Indiana. A navigation menu contains links for Logout, Main, Change Password, FAQ, and FileUpload. A red arrow points to the "Filing the Form" link in the menu. Below the menu, a list of FAQ questions is displayed in blue boxes: "When must an SDF be submitted?", "When is an SDF not required?", and "Where do I file an SDF?". A red arrow points to the first question, "When must an SDF be submitted?". The answer to this question is displayed in a light blue box with a dashed border: "When a transfer of a real property interest is made for valuable consideration, a form must be submitted, regardless of whether any conditions apply. Even if a transfer is made without consideration but any of conditions B(12) through and including B(15) on the form apply, a form must be submitted. If a transfer is made without consideration and none of the conditions B(12) through and including B(15) apply, then no form need be submitted (and thus there is no fee to pay)."

If a user has any questions regarding the SDF FAQs or any questions regarding Gateway SDF, please email the Department at GatewaySDF@dlgf.in.gov.

Resources