

To: BEP Recipients (All Divisions)
From: Asset Preservation Department
Date: January 31, 2017
Re: Requirement to Submit Complete Common Address on BEP Documents

Effective February 1, 2017, Recipients must provide the complete common property address on documents including, but not limited to, Site Evaluation Matrixes (SEMs), Quarterly Reports, Closeout Forms, Narratives for waiver submissions, BEP Mortgages, Demand Notes, Promissory Notes, and Deeds.

A common property address must include the street/house number, the street name with suffix, the city/town, state, **and** zip code.

<i>Street Number</i>	<i>Street Name</i>	<i>Street Suffix</i>	<i>City/Town</i>	<i>State</i>	<i>Zip Code</i>
123 North	Smith	Street	Indianapolis	IN	46200
456 East	Ritter	Avenue	Pawnee	IN	47333
7890	North 100 West		Milan	IN	45123

When no street/house number or complete common address is available, Recipients must provide the State Parcel Number. The State Parcel Number can be located on the assessor's card or property maintenance report card.

Failure to provide the complete common address including zip code or State Parcel Number may result in processing delays for requests including, but not limited to, property addition waiver requests, property closeouts, mortgage releases, and Indiana Landmarks historic review.

