

**OFFICE OF TREASURER OF WARREN COUNTY  
ANDREA SEMPLE, TREASURER  
301 N Buxton St  
P.O. Box 217  
Indianola IA 50125  
515-690-9240 FAX 515-690-9259**

**Treasurer's Certificate**

A subdivision plat, other than an auditor's plat, that is presented to the recorder for recording shall conform to [section 354.6](#) and shall not be accepted for recording unless accompanied by a certificate of the treasurer that the land is free from certified taxes and certified special assessments or that the land is free from certified taxes and that the certified special assessments are secured by bond in compliance with [section 354.12](#). [354.11 (1) (f)] The Treasurer is not responsible for the preparation of the certificate.

**Procedures for acquiring a Treasurer's Certificate**

1. Email the Certificate to [propertytax@warrencountyia.org](mailto:propertytax@warrencountyia.org) or leave the Certificate at the Treasurer's Office for processing.
2. The Treasurer's Office will review the legal description with the Assessor's Office to determine parcel number(s).
3. The Treasurer's Office will review the parcel numbers to determine if any certified taxes or special assessments are due.
4. The Treasurer's Office will notify the requestor of the Certificate if any taxes are owing.
5. Upon payment of taxes owing, if any, the Treasurer or Deputy Treasurer will sign the Certificate and notify the requestor of completion.

The Iowa Code does not specify the amount of time the Treasurer's Office must complete the above procedure; however, we will complete the request as timely as possible.