

RECORDING CHECKLIST

Please check the following **BEFORE SENDING** in for recording:

ALL DOCUMENTS:

- Document must be an original
- Document should have a 3" margin across the top to allow for recording information as per M.S. 507.093
- Document must not be smaller than 8-point type and be sufficiently legible to reproduce an archived copy.
- All Documents should be identified as to the type of the document. i.e. Deed, Mortgage, Satisfaction, etc.
- Document must be dated
- Document have original signatures
- Acknowledgment needs: Date
Legible Notary Seal, Notary Signature, Notary Commission Expire Date
Names & marital status (Single or Husband and wife) of signatures being acknowledged
If Corporate acknowledgment (business name, who signs & their titles)
- Legal Description (Check to see if complete)
- Exhibits are attached
- "Drafted by:" Include name & address
- Filing fees (See website)
- White-out is unacceptable on any legal documents
- We prefer the use of MN Uniform Conveyance Blanks. See: <http://mn.gov/commerce/topics/real-estate/uniform-conveyancing-blanks.jsp> for recommended real estate forms.

TRANSFER DEEDS:

- State Deed Tax amount due must be listed (Purchase price times .0033 = Deed Tax) Payable to **County Auditor**
- If applicable, statement regarding "Total consideration for this transfer is \$500 or less" (Enclose \$1.65 Deed Tax)
- Or, if exempt from State Deed Tax, the proper exemption statute cited on the Deed Tax Due \$_____ line
- Completed Certificate of Real Estate Value form (Available from the County Auditor or <http://www.revenue.state.mn.us/CRV/Pages/eCRV.aspx>)
- "Send Tax Statements to:" Include name & address
- Are there delinquent taxes due?
- If split in tax parcel - all current taxes must be paid.
- Completed Well Certificate and \$50.00 fee **OR** one of the statements that apply:
"The Seller certifies that the seller does not know of any wells on the described real property."
OR "I am familiar with the property described in this instrument and I certify that the status and the number of wells on the described real property have not changed since the last previously filed well disclosure certificate."
See: <http://www.health.state.mn.us/divs/eh/wells/disclosures/>.

MISCELLANEOUS DOCUMENTS:

- Correction Documents (Need to have new signatures and **new** acknowledgement along with a Correction Statement.)
- Mortgage Registration Tax included (Mortgage amount times .0023 = Mtg. Reg. Tax) Payable to **County Auditor**

*****By Minnesota Statute when document is presented for recording you must indicate (preferably on your cover letter) whether document is to be recorded in "Abstract" or "Torrens"*****