

RECORDING CHECKLIST

Please check the following BEFORE SENDING in for recording:

ALL DOCUMENTS:

- Document dated
- Document signed
- Acknowledgment needs: Jurisdiction, full date, legible Notary Seal, Notary signature, Notary commission expiration date, Names and marital status (single or married to each other or A married to B and B married to A) of signatures being acknowledged. If Corporate acknowledgement, business name, who signs and their titles.
- Legal Description (Check to see if complete)
- Exhibits are attached
- “Drafted by” Include name and address
- Filing fee (see website)
- White-out is unacceptable on any legal documents

TRANSFER DEEDS:

- State Deed Tax included (Purchase price times .0033=Deed Tax)
- Completed Certificate of Real Estate Value
- “Send Tax Statement to:” Include name & address
- Are there delinquent taxes due?
- If split in tax parcel – all current taxes must be paid
- If applicable, statement regarding “Total consideration for this transfer is \$500 or less” (enclose \$1.65 Deed Tax)
- Completed Well Certificate and \$50 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.” Or “A Well Disclosure Certificate accompanies this document.”

MISCELLANEOUS DOCUMENTS:

- Correction Documents - Need to have new signatures and new acknowledgment along with a Correction Statement.
- Mortgage Registration Tax included (Mortgage amount times .0023 = Mtg. Reg. Tax.)
- Warranty Deed completing a Contract for Deed must have a Well Statement signed by the buyers or a Well Certificate with the \$50 fee.
- 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.”