

# RECORDING CHECKLIST

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

## ALL DOCUMENTS:

- Document dated
- Document signed
- 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

## TRANSFER DEEDS:

- State Deed Tax included (Purchase price times .0033 = Deed Tax)  
\*Exception: Hennepin and Ramsey Counties (Purchase price times .0034 = Deed Tax)
- Completed Certificate of Real Estate Value
- “Send Tax Statements 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 \$3,000 or less” (Enclose \$1.65 Deed Tax)
- Completed Well Certificate and \$30.00 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.”

## 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)  
\*Exception: Hennepin and Ramsey Counties (Mortgage amount times .0024 = 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 \$50.00 fee.
- For transfer documents and Mortgages an Agricultural Conservation fee of \$5.00 is due in the following counties:  
Anoka, Dakota, Ramsey, Wright, Carver, Hennepin, Scott, Washington, Waseca, Winona

\*\*\*\*\*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”\*\*\*\*\*

\*\*\*\*\* See back side for Document Standards \*\*\*\*\*

## DOCUMENT STANDARDS

### Minnesota Statutes 507.093

#### STANDARDS FOR DOCUMENTS TO BE RECORDED OR FILED (IN PART).

a) The following standards are imposed on documents to be recorded with the County Recorder or Registrar of Titles:

1. The document shall consist of one or more individual sheets measuring no larger than 8.5 inches by 14 inches.
2. The form of the document shall be printed, typewritten, or computer generated in black ink and the form of the document shall not be smaller than 8-point type.
3. The document shall be on white paper of not less than 20-pound weight with no background color, images or writing and shall have a clear border of approximately one-half inch on the top, bottom and each side.
4. The first page of the document shall contain a blank space at the top measuring three inches, as measured from the top of the page. The right half is to be used by the County Recorder or Registrar of Titles for recording information and the left half is to be used by the County Auditor or Treasurer for certification.
5. The title of the document shall be prominently displayed at the top of the first page below the blank space referred to in clause (4).
6. No additional sheet shall be attached or affixed to a page that covers up any information or printed part of the form.
7. A document presented for recording or filing must be sufficiently legible to reproduce a readable copy using the County Recorder's or Registrar of Title's current method of reproduction.

### Minnesota Statutes 508.82 REGISTRAR'S FEES

Subdivision 2 - Variance from standards. A document **should** conform to the standards in section 507.093, paragraph (a), but should not be rejected unless the document is not legible or cannot be archived. This subdivision applies only to documents dated after July 31, 1997, and does not apply to Minnesota uniform conveyancing blanks on file in the office of the commissioner of commerce provided for under section 507.09, certified copies, or any other form provided for under Minnesota Statutes. Effective July 1, 2005.

# STATE-WIDE COUNTY RECORDING FEES

**Revised July 2008**

## Abstract Department

Recording Document	<b>\$46.00</b> \$10.50 State Treasury General Fund \$10.00 Recorder Technology Fund \$11.00 Unallocated Fund \$14.50 County General Fund
Multiple Satisfactions / Assignments	<b>\$46.00</b> with 4 document citations or less <b>\$10.00</b> additional for <u>each</u> document cited over first 4
Well Disclosure Statement	<b>\$45.00</b> \$37.50 State Treasury General Fund \$ 7.50 County General Fund
Plat	<b>\$56.00</b> \$10.50 State Treasury General Fund \$10.00 Recorder Technology Fund \$11.00 Unallocated Fund \$24.50 County General Fund
Amended: Floor Plan (515), Condominium (515A), CIC Plat or amend (515B)	<b>50 cents per apartment or unit with a \$56.00</b> Minimum

## Copies and Searches

Non-Certified Copy	As determined by the County Board Copy/Image/Microfilm – a like amount
Certified Copies	<b>\$10.00</b> per document (Flat fee)
Fax Copies	As determined by the County Board
Copy of an official plat Add certification	<b>\$10.00</b> <b>\$5.00</b> (Large plat size only)
Copy of: Floor Plan (515), Condominium (515A), CIC Plat (515B)	<b>\$1.00</b> per page <b>\$10.00</b> Minimum
Non-certified Copy or duplicate original Must be submitted with recording Upon receipt mark “Duplicate” or “Copy” and show recording date; Show document number assigned to original, if available Return immediately	<b>\$2.00</b> \$2.00 County General fund

## Abstract Services

**(Set by County Board on Recommendation of Recorder)**

**Fees shall not exceed:**

Abstract Certificate	<b>\$100.00</b>
Per Entry	<b>\$10.00</b>
Per page for each Exhibit included as part of entry	<b>\$1.00</b>
Per name for each name search certification (Federal, State and County) (Used to be \$2.00 @)	<b>\$5.00</b> @

## Torrens Department

<p>Original Certificate of Title OR First CPT</p>	<p><b>\$46.00</b>                  \$10.50 State Treasury General Fund                  \$ 1.50 State Assurance Fund                  \$10.00 Recorder Technology Fund                  \$11.00 Unallocated Fund                  \$13.00 County General Fund</p>
<p>Document Transferring Certificate</p>	<p><b>\$46.00</b>  <b>\$40.00</b> for each additional new certificate, thereafter                  \$10.50 State Treasury General Fund                  \$ 1.50 State Assurance Fund                  \$10.00 Recorder Technology Fund                  \$11.00 Unallocated Fund                  \$13.00 County General Fund                  \$40.00 County General Fund for multiple new Certs.</p>
<p>Plat</p>	<p><b>\$56.00</b>  <b>\$40.00</b> for each additional new certificate, thereafter                  \$10.50 State Treasury General Fund                  \$ 1.50 State Assurance Fund                  \$10.00 Recorder Technology Fund                  \$11.00 Unallocated Fund                  \$23.00 County General Fund                  \$40.00 County General Fund for multiple new Certs.</p>
<p>Entry of Memorial Per Certificate</p>	<p><b>\$46.00</b>  <b>\$20.00</b> for multiple certificate entries, thereafter                  \$10.50 State Treasury General Fund                  \$ 1.50 State Assurance Fund                  \$10.00 Recorder Technology Fund                  \$11.00 Unallocated Fund                  \$13.00 County General Fund                  \$20.00 County General Fund for multiple Certs.</p>
<p>Residue OR each additional new Certificate</p>	<p><b>\$40.00</b>                  County General Fund</p>
<p>Exchange Certificate</p>	<p><b>\$20.00</b> For Each Cancelled Certificate  <b>\$20.00</b> For Each New Certificate                  All County General Fund</p>
<p>Amendment to Declaration</p>	<p><b>\$46.00</b>  <b>\$20.00</b> For multiple certificate entries, thereafter                  \$10.50 State Treasury General Fund                  \$ 1.50 State Assurance Fund                  \$10.00 Recorder Technology Fund                  \$11.00 Unallocated Fund                  \$13.00 County General Fund                  \$20.00 County General Fund for multiple Certs.</p>
<p>Amended Floor Plan</p>	<p><b>\$56.00</b>                  \$10.50 State Treasury General Fund                  \$ 1.50 State Assurance Fund                  \$10.00 Recorder Technology Fund                  \$11.00 Unallocated Fund                  \$23.00 County General Fund</p>
<p>CECT</p>	<p><b>\$40.00</b>                  County General Fund</p>

## Torrens Department Continued

Amendment to CIC declaration, including a supplemental declaration, and plat	<p><b>\$46.00</b>  <b>\$20.00</b></p> <p>\$10.50 State Treasury General Fund  \$ 1.50 State Assurance Fund  \$10.00 Recorder Technology Fund  \$11.00 Unallocated Fund  \$13.00 County General Fund  \$20.00 County General Fund for multiple Certs.</p>
Condominium or CIC plat or amendment	<p><b>\$56.00</b></p> <p>\$10.50 State Treasury General Fund  \$ 1.50 State Assurance Fund  \$10.00 Recorder Technology Fund  \$11.00 Unallocated Fund  \$23.00 County General Fund</p>
Section 515B CIC affecting 2 or more units	<p><b>\$46.00</b> for first ten affected certificates  <b>\$10.00</b> for each additional affected certificate</p> <p>\$10.50 State Treasury General Fund  \$ 1.50 State Assurance Fund  \$10.00 Recorder Technology Fund  \$11.00 Unallocated Fund  \$13.00 County General Fund  \$10.00 County General Fund (for add'l)</p>
Certified Copy of a plat of the SURVEY	<p><b>\$46.00</b></p> <p>\$10.50 State Treasury General Fund  \$ 1.50 State Assurance Fund  \$10.00 Recorder Technology Fund  \$11.00 Unallocated Fund  \$13.00 County General Fund</p>
Registered Land Survey	<p><b>\$56.00</b></p> <p>\$10.50 State Treasury General Fund  \$ 1.50 State Assurance Fund  \$10.00 Recorder Technology Fund  \$11.00 Unallocated Fund  \$23.00 County General Fund</p>
Certified Copy of Registered Land Survey	<p><b>\$20.00</b></p> <p>County General Fund (Large Size)</p>
Condition of Register (Certified) (See below)	<p><b>\$50.00</b></p> <p>County General Fund</p>
Non-Certified Copy of Certificate of Title	<p>As determined by the County Board</p>
Well Disclosure Certificate	<p><b>\$50.00</b></p> <p>\$42.50 State Treasury General Fund  \$ 7.50 County General Fund</p>

## Tax Liens

Federal Tax Liens	<b>\$46.00</b> \$10.50 State Treasury General Fund \$10.00 Recorder Technology Fund \$11.00 Unallocated Fund \$14.50 County General Fund
State Tax Lien	No Charge
State Tax Lien Release	<b>\$30.00</b> \$30.00 County General Fund

## Fees for selected counties

Agricultural Conservation Fee (Anoka, Dakota, Ramsey, Wright, Carver, Hennepin, Scott, Washington, Waseca, Winona)	<b>\$5.00</b> Paid in addition to deed tax or mortgage registration tax
State Deed Tax Exceptions: Hennepin and Ramsey	Purchase price times .0034 = Deed Tax
Mortgage Registration Tax Exceptions: Hennepin and Ramsey	Mortgage amount times .0024 = Mtg. Reg. Tax

Recommended and prepared by: Minnesota County Recorder's Association  
 Revised: 07-23-2006

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3. The document shall be on white paper of not less than 20-pound weight with no background color or images and, except for the first page, shall have a border of at least one-half inch on the top, bottom and each side.
4. The first page of the document shall contain a blank space at the top measuring three inches, as measured from the top of the page, and a border of one-half inch on each side and the bottom. The right half of the blank space shall be reserved for recording information and the left half shall be reserved for tax certification. Any person may attach an administrative page before the first page of the document to accommodate this standard. The administrative page may contain the document title, document date, and, if applicable, the grantor and grantee, and shall be deemed part of the document when recorded.
5. The title of the document shall be prominently displayed at the top of the first page below the blank space referred to in clause (4) or on the administrative page.
6. No additional sheet shall be attached or affixed to a page that covers up any information or printed part of the form.
7. A document presented for recording must be sufficiently legible to reproduce a readable copy using the County Recorder's or Registrar of Title's current method of reproduction.

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Effective July 1, 2005.

### FEES

#### Minnesota Statute 357.182 Sub 2. County fee restrictions

Notwithstanding any local law or ordinance to the contrary, no county may charge or collect any fee, special or otherwise, or however described, other than a fee denominated or prescribed by state law, for any service, task, or step performed by any county officer or employee in connection with the receipt, recording, and return of any recordable instrument by the county recorder or registrar of titles, whether received by mail, in person, or by electronic delivery, including, but not limited to, opening mail; handling, transferring, or transporting the instrument; certifying no delinquent property taxes; payment of state deed tax, mortgage registry tax, or conservation fee; recording of approved plats, subdivision splits, or combinations; or any other prerequisites to recording, and returning the instrument by regular mail or in person to the person identified in the instrument for that purpose.

See Sub. 3 for timely recording requirements.