

RECORDING CHECKLIST

Please check the following BEFORE SENDING in for recording:

ALL DOCUMENTS:

- Document dated
- Document signed
- Acknowledgement 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 acknowledgement (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)
- Completed Certificate of Real Estate Value
- "Send Tax Statements to:" Include name & address
- Are there delinquent taxes or split fees 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 \$45.00 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 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)
- Warranty Deed completing a Contract for Deed must have a well statement signed by the **buyers OR** a Well Certificate with the \$45.00 fee.

Recommended and prepared by: Minnesota County Recorder's Association

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