

Recording Checklist

Document must be legible with 3" on top of front page for recording information, or attach a cover sheet
Minnesota approved forms can be found at Minnesota Uniform Conveyancing Blanks.

Recording fee - \$46.00 per document, \$50 for well certificate

State deed tax – Sale amount times .0033, state clearly if exempt

Mortgage Registration Tax – Mortgage amount times .0023, state clearly if exempt

Deeds

1. ECRV # or "Total consideration of less than \$3,000" statement
If it is vacant land, in the property location, put vacant land, township, city, zip,
not xxx street
2. State Deed Tax amount
3. Date of the document
4. Marital Status of the grantors
5. Correct legal description
6. Original signatures
7. Complete notary acknowledgment including marital status of grantors
8. Well information checked or a "Well Disclosure of Grantee" on deeds in fulfillment
of a contract for deed.
9. Name and address of person or firm drafting the document
10. Name and address of the taxpayer
11. If it is a deed in fulfillment of a contract for deed, the reference number of the contract for deed is required.
Check with the Auditor/Treasurer's office to see if a new ECRV is needed.
12. No delinquent taxes
13. Green Acres must be addressed before the deed will be accepted

Mortgages

1. Original signatures
2. Complete notary acknowledgment
3. Mortgage amount
4. Drafted by
5. Correct legal description

Affidavit of survivorship

1. Original signature
2. Complete notary acknowledgment
3. Certified copy of death certificate
4. Reference number of document that created the joint tenancy/life estate
5. Correct legal description
6. Drafted by
7. Taxpayer name and address

Other misc. documents

1. Original signatures
2. Complete notary acknowledgment
3. Accurate legal description or the correct reference document number
4. Drafted by name and address