

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
 - 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 of \$46 per document
- White-out is unacceptable on any legal documents
- Please present all appropriate documents Registered Land to ensure filing in the appropriate office per the following statute:
508.76 Subd 2. Documents misfiled. The registrar may reasonable rely on the affirmative representation of the party presenting instruments for filing as to whether the land described in the instruments or any part of it is registered or unregistered. A party who request that misfiled instruments be refiled with the registrar is responsible for paying any additional fees required to properly file any instrument misfiled because of an incorrect representation and, if applicable, to enter a new certificate of title.

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 and 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) *Exception: Hennepin and Ramsey Counties enclose \$1.70 Deed Tax
- Completed Well Certificate and \$54.00 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 number of wells on the described real property have not changed since the last previously filed well disclosure certificate."

MISCELLANEOUS DOCUMENTS:

- Correction of Documents (Need to have new signatures and new acknowledgement along with a correction statement).