



Administrative Recording Requirements

State of Minnesota

Marital State: Yes
Trust State: No
Mortgage State: Yes

Recording Structure: 87 counties / Recorder

Required Documents: **Well Disclosure Certificate (or statement)**

<http://www.health.state.mn.us/divs/eh/wells/disclosures/certificateform.pdf>

or "The seller certifies that the seller does not know of any wells on the described property"

Mortgage Registry & Deed Tax Form

http://www.taxes.state.mn.us/special/mortgage_deed/forms/dt1.pdf

Certificate of Real Estate Value required for all Deeds over \$ 1,000

If Consideration is less than \$ 500 must include "Total consideration for described property is of \$500 or less". Social security numbers must be included

Death Certificates **Affidavit of Survivorship** required

Power of Attorneys **Affidavit of Recorded Power of Attorney** required

Manufactured Homes: **Affixation Affidavit** required

Manufactured Home Power of Attorney required

Required Statement: "This instrument was drafted by" name and address must be included at the end of the document (do not use "prepared")
"Send tax statement to" name and address

Formatting of Documents:

Format specified by statute

No larger than 8 1/2 x 14

First page: Blank 3" top margin (left side for tax certification/ right side for recording information)

1/2" all other margins

8 point minimum size font

Black ink

Must be printed, typed, or computer generated

Title of document must be visible under the top margin

Must be "sufficiently legible to reproduce a legible copy"

No highlighting or corrective tape or liquid accepted

Legal Description: Required for all deeds, mortgages, and partial releases, requested on all documents

Tax book descriptions are not acceptable

Include book and page or document number

Other Requirements: Grantee and Grantor names and addresses

All signatures must include a printed, typed or stamped name underneath , including that of notary

Notary certification must include county, and expiration date on all documents.

Notary must include a reproducible seal

Include marital status of all grantors

Borrower's name and address must be included in the acknowledgement

Re-records require reason listed at top of document

Payment required in two checks: 1 to recorder and 1 to treasurer

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 - 3 weeks

Minnesota County Specifics

Anoka County Re-Records must be resigned and acknowledged

Dakota County Penalty for writing in margins.

Coversheet must be attached if first page does not meet standards

Faribault County **Property Transaction Form** required for all deeds

<http://www.faribaultcountyswcd.com/FileLib/Property%20Transfer%20Form.pdf>

Hennepin County Re-Records must be resigned and acknowledged

Will accept FKAs, but not AKAs

Certified copy of Marriage License required when adding spouse to title

Certified copy of Marriage License required with Mortgage when adding spouse to mortgage

Power of Attorney requires **Affidavit of Non-Revocation of Power of Attorney**

Lynn County Re-Records must be resigned and acknowledged

Ramsey County Requires a \$ 5 mail-in fee per package (not per document)to the recorder's office.

Washington County Certified copy of Marriage License required with Mortgage when adding spouse to mortgage

Wright County Requires \$ 5 Agricultural Preservation Fee payable to Auditor-Treasurer