

PRESENT DOCUMENTS FOR RECORDING FOLLOWING MINNESOTA LAW

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.

**DIANE SANDERS
MARTIN COUNTY RECORDER
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STE 203
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RECORDING CHECKLIST

Please check the following BEFORE SENDING in for recording:

ALL DOCUMENTS MUST CONTAIN:

- Document date
- Document signatures
- Legal description –check to make sure it is a full and complete description
- Grantor's marital status stated in body of document
- Exhibits mentioned in body of document must be attached
- Drafting statement must include name and address
- Recording fees payable to MARTIN COUNTY RECORDER – \$46.00, or check website
- White-out is unacceptable on any legal document
- Acknowledgment with following requirements:
 - Date signed
 - Legible notary seal
 - Notary signature
 - Notary commission expiration date
 - Names and marital status of signatures being acknowledged must match names and marital status in body of document (such as: single or husband and wife)
 - Corporate or business acknowledgments need names and titles of person signing on behalf of business, as well as name of business

TRANSFER DEEDS:

- State deed tax fee calculated at: purchase price times .0033=deed tax
- The deed tax fee is payable to the MARTIN COUNTY AUDITOR/TREASURER
- Completed Certificate of Real Estate Value
- Tax statement- include name and address of where to mail tax statement
- Delinquent taxes are payable to MARTIN COUNTY AUDITOR/TREASURER
- A split in a tax parcel requires all current taxes must be paid to the MARTIN COUNTY AUDITOR/TREASURER
- Transfers of \$500 or less must contain the following statement:

TOTAL CONSIDERATION FOR THIS TRANSFER IS \$500 OR LESS

- The deed tax fee of \$1.65 is payable to MARTIN COUNTY AUDITOR/TREASURER
- Well Certificate must be completed if there is a well on the property
- The Well Certificate fee of \$50.00 is payable to MARTIN COUNTY RECORDER
- Examples of well statements with transfers over \$500 are as follows:

#1 THE SELLER CERTIFIES THAT THE SELLER DOES NOT KNOW OF ANY WELLS ON THE DESCRIBED REAL PROPERTY.

OR

#2 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 acknowledgments along with a correction statement
- Mortgage registration tax, calculated at: mortgage amount times .0023=Mtg. reg. tax
- The mortgage registration tax is payable to MARTIN COUNTY AUDITOR/TREASURER
- Deeds fulfilling a Contract for Deed must have a well statement signed by the buyers or a Well Certificate with the \$50.00 fee payable to the MARTIN COUNTY RECORDER

Revised August, 2017