RECORDING CHECKLIST

Please check the following BEFORE SUBMITTING documents for recording:

ALL DOCUMENTS:

- Document dated
- Document contains original signatures *(preferably blue ink)*
- Acknowledgment requirements:
  - Date
  - Legible Notary Seal, Notary Signature, Notary Commission Expiration Date
  - Names **AND** marital status (single or husband and wife) of signatures being acknowledged
  - If Corporate Acknowledgment (business name, who signs & their titles)
- Legal Description (Check to see if complete - ***abbreviated legals will be rejected***)
- Exhibits are attached
- Drafted by: Include name & address **this should be typed on the document
- Filing fees (*See website http://www.co.wright.mn.us/763/Fee-Schedule*)
- White-out is unacceptable on any legal documents
- Return To: Include name & address **this should be typed on the document

TRANSFER DEEDS:

- State Deed Tax included (Purchase price times .0033 = Deed Tax)
- Agricultural Conservation fee of $5.00 is required per deed and mortgage in Wright County.
- Completed Electronic Certificate of Real Estate Value (eCRV submitted online: *http://www.revenue.state.mn.us*)
- Send Tax Statements to: Include name & address **this should be typed on the document
- Are there delinquent taxes due? Tax Information available online: *https://intranet2.co.wright.mn.us/proptax2/*
- If split in tax parcel - all current taxes must be paid. Please contact the Auditor/Treasurer's office for more information on split requirements.
- If applicable, the deed must include the following statement: "Total consideration for this transfer is $500 or less" *(Include $1.65 minimum State Deed Tax)*
- Completed Well Certificate and $50.00 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 real property have not changed since the last previously filed well disclosure certificate."

ADDITIONAL INFORMATION:

- Corrective Documents (require new signature(s) and **new** acknowledgment(s) along with a Correction Statement on document
- Mortgage Registration Tax included with Mortgage Documents (Mortgage amount times .0023 = Mtg. Reg. Tax)
- Warranty Deed in fulfillment of Contract for Deed must have a well statement signed by the **buyers**
  OR a Well Certificate with the $50.00 fee.
- Agricultural Conservation fee of $5.00 is required per deed and mortgage in Wright County Auditor/Treasurer Office.
- IF you have documents that are required to be recorded in both Abstract and Torrens records we require separate checks payable to the Wright County Recorder for the Abstract Fees and Torrens Fees. Please contact our office at 763-682-7359 for questions.

*******Minnesota State Statute requires that documents submitted for recording must indicate *(preferably on your cover letter)* whether the submitter wants it to be recorded in the "Abstract" or "Torrens"records*******

NOTE: Separate Checks required for Auditor Treasurer Fees which include Deed Tax, Mortgage Registration Tax and Agricultural Conservation Fees. Contact Auditor/Treasurer with questions about these fees and to verify if real estate taxes are due at 763-682-7574.

************* See Next Page for Document Standards*************

Revised: 2016

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), <u>but should not be rejected unless the document is not legible or cannot be archived.</u> 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.