

COUNTY RECORDER



THE RECORDER

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The Recorder

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END OF YEAR

Just a reminder that if you have any transfers to record that are splits, you may wish to record them before the end of the year because current year taxes are payable when a split occurs.

SURVEYS ON LINE

Our Surveys are on-line. They can be found in the drop down with Plats and Corners.

REASONS DOCUMENTS ARE REJECTED

A few reasons why documents are rejected are as follows:

1. Venue does not match notary stamp.
2. Document does not have date in the acknowledgement.
3. Checks payable to Auditor/Treasurer are wrong.
4. Document is not an original or certified copy.
5. Well statement information is missing.
6. E-CRV is not complete or missing.

NOTARY PUBLIC GUIDELINES

A few of our biggest reasons for rejecting documents are because the Notary clause is incorrect. If anyone is interested in a refresher course on the duties of a Notary Public, both the State of Minnesota and State of North Dakota have Notary Commission guidelines. The guidelines can be found at the Minnesota Secretary of State website

<http://www.sos.state.mn.us/index.aspx?page=1472>.

The North Dakota website is <http://sos.nd.gov/notaries-public/certificates-notarial-acts>

E-RECORDING DOCUMENTS

Reasons to start:

1. All CRV's have to be submitted electronically.
2. Once the document is recorded, the image is available in minutes.
3. If there is an issue with the document, you get it returned the same day and can resend it after the problem has been corrected.

About 30% of our recorded documents are e-recorded.

E-CRV WEBSITE

The website to check on real estate sales in any county in Minnesota is <http://www.revenue.state.mn.us/CRV/Pages/eCRV.aspx>

RECORDER TRAINING SESSIONS

The Recorder's office is offering three refresher training sessions Wednesday, January 21, 2015. Please refer to the attachment for specifics. Hope to see you there!

HAPPY HOLIDAYS TO ALL!!!



The Clay County Recorder's Office would like you to join us to learn more about:

*Laredo
eCRVs
Recordability Issues
Online Mapping
Online Services*

When: Wednesday, January 21st

10:00 a.m., 1:00 p.m. & 3:00 p.m.

Where: Clay County Courthouse, Meeting Room B on the 3rd Floor

Sessions will last approximately one hour.

Space is Limited.

Please register by Friday, January 16th.

Send Name and time you wish to attend to: recorder@co.clay.mn.us

If you have a specific question or topic you would like covered, please also include that in your registration and we will try to answer it in the training.