



# Clay County Land Records

## Contact Us:

[www.claycountymn.gov](http://www.claycountymn.gov)

Assessor

(218) 299-5017

Auditor-Treasurer

(218) 299-5006 (Aud.)

(218) 299-5011 (Treas.)

GIS

(218) 299-5003

Planning

(218) 299-5005

Recorder

(218) 299-5031

Septic Inspection

(218) 299-5004

807 11<sup>th</sup> Street North

PO Box 280

Moorhead, MN 56560

## February 2020

### Manual Tracting Changes in Recorder's Office

*Manual Tracting of Lots/Blocks was discontinued on 10/31/2009*

All manual tracting of legal descriptions will end on February 28, 2020. After manual tracting of subdivided lots was discontinued in 2009, we continued to manually tract Auditor's Outlots and metes and bounds descriptions. The country tract books were scanned in 2019 and are available for viewing through the Laredo system.

### Indexing Changes in Recorder's Office

*New software will prompt changes in indexing*

In the past the Recorder's Office would enter additional notes when indexing the legal description such as "PT" when it was just part of a tract or even more descriptive such as "N 15 FT" to indicate it was the North 15 feet of a lot. Our new software does not allow for those notes. For example:

The legal description of:

**THE NORTH 15 FEET OF LOT 36, ALL OF LOT 37, AND THE SOUTH 10 FEET OF LOT 38 IN BLOCK 1 OF ORIGINAL TOWNSITE TO THE CITY OF GLYNDON, SITUATE IN THE COUNTY OF CLAY, AND THE STATE OF MINNESOTA.**

The indexing in Laredo would currently show:

ORIGINAL GLYNDON	L: 36 B: 1	N 15 FT
ORIGINAL GLYNDON	L: 37 B: 1	
ORIGINAL GLYNDON	L: 38 B: 1	S 10 FT

After March 3<sup>rd</sup>, 2020 the additional notes of "N 15 FT" and "S 10 FT" will not show in Laredo. Searchers will need to view the document and read the legal description.

## City of Moorhead

[www.ci.moorhead.mn.us](http://www.ci.moorhead.mn.us)  
[www.moorheadproperty.org](http://www.moorheadproperty.org)

### City Assessor

(218) 299-5258

### City GIS

(218) 299-5125

### City Planning

(218) 299-5370

### City Special Assessments

#### General Inquires

(218) 299-5427

#### Payments

(218) 299-5320

## Important Dates:

### April 1, 2020

*Property Tax Statements Mailed Out*

### May 15, 2020

*All 1<sup>st</sup> Half Property Taxes Due*

### July 15, 2020

*Mobile Home Tax Statements Mailed*

## Important Links:

### e-CRV

<https://www.revenue.state.mn.us/electronic-certificate-real-estate-value-ecrv>

### Well Certificates

<https://www.health.state.mn.us/communities/environment/water/wells/online.html>

## Property Fraud Alert

*Free Service to Property Owners in Clay County*

Property Fraud Alert is a free online subscription service offered to the public that allows them to have their name monitored within the Recorder's Office in order to track possible fraudulent recordings that affects their property.

Subscribe free of charge at [www.pfa.fidlar.com/MNClay](http://www.pfa.fidlar.com/MNClay)

## Software Conversion for Recorder's Office

*New software to go live March 3<sup>rd</sup>, 2020*

Due to a software conversion, the **Clay County** Recorder's Office will be unable to record documents on **Monday, March 2<sup>nd</sup>, 2020**. All documents received that day will be recorded the morning of Tuesday, March 3<sup>rd</sup>, 2020 in the order in which they were received. If you have questions, please contact the Clay County Recorder's Office at 218-299-5031.

## Laredo Training

*Save the Date – March 5<sup>th</sup>, 2020 at 1:00 p.m. – Clay County Courthouse*

Laredo will continue as the program to search Clay County real estate records. A representative from Fidlar Software will be on-site to provide Laredo training. **Invite attached** – Please R.S.V.P. to [kimberly.savageau@co.clay.mn.us](mailto:kimberly.savageau@co.clay.mn.us)

## SWIFT Program Available with Software Conversion

*You will be able to receive recorded documents back electronically*

Our office will implement a new service, called Swift, which allows us to email you back PDFs of your recorded documents.

\*Receive electronic documents via email shortly after we finish recording and processing your transaction

\*Automatically receive a digitized document to put into your electronic system. No more scanning necessary!

\*Internal tracking system lets us know if you have received the PDF and allows us to resend when required.

\*Paper documents will still be mailed to the submitters once a week.

Call our office today if you'd like to sign-up for this free service!

Dear Business Partner:

The Clay County Recorder's office invites you to learn more about a service we provide to constituents. As we evolve in the technology era, one of our goals is to continue to provide you with services that improve and enhance your interaction with our office. In partnering with Fidlar Technologies, one of the services that we offer is the capability to search documents **Online**. One of the major benefits of **Online Access** is to provide you with the opportunity to search all of our Land Record indexing information and images from the convenience of your office or home. The service will require a fee, either per search or monthly, and the site and service will be maintained fully by Fidlar Technologies in a safe, secure atmosphere.

On **Thursday, March 5<sup>th</sup> at 1PM** in the Clay County Courthouse Room on the third floor, representatives from Fidlar Technologies and staff from our office will be available to discuss the benefits of Online Access, provide a full demonstration of the products, and share information regarding fees for accessing *Laredo*, *Laredo Anywhere* and *Tapestry*. I invite you and/or your representatives to attend this event to learn more about the many benefits of these programs. Fidlar will provide lunch for all attendees.

***Laredo*** Benefits:

- 24/7 Remote Internet access
- Real-time data with printing available
- Search by many data parameters (grantor/grantee, date range, document number, legal description, etc.)
- Save searches & create alias lists

***Laredo Anywhere*** Benefits:

- Single Field Search Entry
- Check Saved Searches
- Compatible with Mobile Devices for on-the-go searching
- Fits to Any Screen Size

***Tapestry*** Benefits:

- 24/7 Remote Internet access
- Secure browser-based access
- Advanced search options
- Flexible membership options available

**Where:** Clay County Courthouse  
3<sup>rd</sup> Floor, Meeting Room B  
807 11<sup>th</sup> Street North  
Moorhead | MN | 56560

**When:** Thursday, March 5<sup>th</sup>, 2020  
Training Session 1:00 p.m. – 2:30 p.m.

We sincerely hope you are able to join us to learn more about these time- and money-saving tools. If you are able to attend, please RSVP to Kimberly S. Savageau - [kimberly.savageau@co.clay.mn.us](mailto:kimberly.savageau@co.clay.mn.us) by February 24th.