



# Clay County Land Records

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## 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

## December 2020

### COVID-19 Update

*County Offices open by appointment*

Clay County offices are open by appointment. Please call the county office directly to schedule an appointment.

### Laredo Access

*Access recorded real estate documents from your desktop*

Laredo is a subscription-based internet access program designed for the real estate professional who needs access to land records in Clay County. Fees are assessed to pay for support and maintenance of the system.

Due to COVID-19 and the challenges it presents to use the public terminals for searching at the Courthouse, an additional plan to access Laredo has been added effective January 1, 2021.

Level 0 (0-100 minutes) \$30.00/month, \$0.25 overage, \$0.35 print fee

Benefits of Laredo include:

- Grantor/Grantee index available upon recording (Not Verified)
- Image available upon recording
- PIN, Legal description index available upon recording (Not Verified)
- Access from your desktop or mobile device
  
- Grantor/Grantee index starting 01/01/1987 (Torrens Complete)
- Images of documents starting 07/16/1970 (Torrens Complete)
- Improved tract index starting 05/01/1996 (Torrens Complete)
- Tax parcel ID#'s on deeds starting 08/24/1996
- Tax parcel ID#'s on all doc starting 08/16/1999

## 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:

### December 15, 2020

*Homestead, Special Ag, Veterans  
with a Disability Applications Due*

### April 1, 2021

*Property tax statements mailed out*

## 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>

## Electronic Return of Recorded Documents

*Receive a PDF of your recorded document*

The Clay County Recorder's Office has implemented a service, called SWIFT, which allows us to email you back a PDF image of your paper recorded and rejected documents. There is no fee to sign up for this service. Please contact the Recorder's Office for more information.

## Tax Parcel Splits – End of Year

*All taxes must be paid in full when a split occurs.*

Just a reminder that if there are transfers to record that are splits, you may wish to record them before the end of the year as current year taxes are payable in full when a split occurs.

## Notary Public Guidelines

*The notary acknowledgment is a common reason documents are rejected*

One of our biggest reasons for rejecting documents is because the notary clause contains an error. Below are some links for a refresher on notary practices.

Minnesota Notary Commission Guide:

<https://www.sos.state.mn.us/media/3690/notary-commission-guide-2020.pdf>

North Dakota Notary Guide to Performing Notarial Acts:

<https://sos.nd.gov/notaries-public/step-step-guide-performing-notarial-acts>

## Homestead Credit

December 15<sup>th</sup> is the deadline to apply for homestead credit for the 2021 payable taxes. Contact the City of Moorhead or Clay County Assessor's Office to get details.

City of Moorhead (218) 299-5258

Clay County (218) 299-5017