



# 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

3510 12<sup>th</sup> Ave South

PO Box 280

Moorhead, MN 56560

November 2021

## IMPORTANT PROPERTY TAX HOMESTEAD NOTICE

*Key Information Regarding Applying for Homestead for your Customers*

**This will affect your Payable 2022 property taxes and eligibility for Property Tax Refund.**

### Have you purchased or moved into a property in the past year?

Contact the Clay County Assessor's Office to file a homestead application if you or a qualifying relative occupy the property as a homestead on or before December 31, 2021.

### What is a qualifying relative?

For agricultural and residential property, a qualifying relative includes parent, stepparent, child, stepchild, grandparents, grandchild, brother, sister, uncle, aunt, nephew, or niece of the owner, by blood or marriage.

If your property qualifies for a relative homestead, this will require an annual application from the assessor's office.

### When do I apply?

You must apply on or before December 31, 2021.

Contact the assessor by December 31, 2021, if the use of the property you own or occupy as a qualifying relative has changed during the past year.

If you sell, move, or for any reason no longer qualify for the homestead classification, you are required to notify the county assessor within 30 days of the change in homestead status.

### Clay County Assessor

3510 12<sup>th</sup> Ave S

P. O. Box 280

Moorhead MN 56561-0280

218-299-5017

### Moorhead City Assessor

500 Center Ave E

Moorhead, MN 56560

218-299-5258

## 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:

### November 15, 2021

*2<sup>nd</sup> Half Ag Property Taxes Due*

### December 31, 2021

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

## 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>

## Mortgage Books Imaged into Laredo

*Documents available back to the 1880's*

All mortgage books are imaged in the Recorder's Office searching program called Laredo. Laredo is available to search for no charge during normal business hours at the Clay County Government Center. Laredo is also accessible 24/7 off-site through a paid subscription.

Please see the attachment for searching tips on accessing deed, miscellaneous and mortgage records back to the 1800's.

## Laredo Anywhere

*Ability to search Laredo in a web browser away from your desktop*

Laredo Anywhere Features:

- Google-Like search criteria entry field
- Ability to execute Laredo Desktop saved Searches
- Compatible with most mobile devices (phones/tablets)
- Save to PDF and print from mobile devices
- Screen resolution resizes for mobile devices

For a Laredo Anywhere Guide: <https://fidlar.com/LaredoAnywhere.aspx>.

## Observed Holidays – County Offices Closed

*County offices will be closed on the following dates:*

- Thursday, November 11<sup>th</sup>
- Thursday, November 25<sup>th</sup>
- Friday, November 26<sup>th</sup>
- Friday, December 24<sup>th</sup>
- Friday, December 31<sup>st</sup>

**Reminder – Last day to record documents for 2021 will be Thursday, December 30<sup>th</sup>.**

**Reminder – Any transfers that are tax parcel splits/combinations, you may wish to record them before the end of the year because current year taxes are payable when a split occurs.**



## Searching Historical Documents Laredo Program

**Deed & Miscellaneous Documents** are all loaded into Laredo to search by Book/Page. Documents are not indexed with document type, party name or legal description at this time.

How to search:

*If recording information is known (Deed Book 1, page 1 or Misc Book 1, Page 1)*

Enter Book # and Page # into the Location Tab  
Click on Add  
Click on Find  
Search Results will appear

Location	
Book	Page
1	1

Criteria: B: 1 P: 1							
	Img	Party	Type	Doc Number	Assoc Doc	Doc Type	Recorded
+ 1		UNINDEXED MISC	GRANTOR	MISC-001-001	No Assoc Docs	MISC	1/1/3000
+ 2		UNINDEXED DEED	GRANTOR	DEED-001-001	No Assoc Docs	DEED	1/1/3000

Multiple documents may appear if different series of books have the same book/page  
The document number will show if it belongs to the deed or misc. series of books  
Click on the document number to view the image

**Mortgage Documents** are all loaded into Laredo to search by mortgage book. Documents are not indexed with document type, party name or legal description.

How to search:

*If recording information is known (MTG Book 57, Page 119)*

Enter Book # and Page # into the Location Tab  
Click on Add  
Click on Find  
Search Results will appear  
Click on "unindexed mortgage" Doc #  
Mortgage book will open, use "Go To" search feature on the right to jump to page 119  
Verify you have the correct page, by viewing page number in the upper corner of the doc

Location	
Book	Page
57	1

***If recording information is not known:***

A search of the older tract indexes will be necessary to find the recording information. Currently those are searchable in Laredo. All platted areas have their tracts completely accessible in Laredo. Metes and Bounds descriptions are searchable back to around 1940 at this time.

Enter subdivision name (if platted) or township name (if metes and bounds) into the party name field



Click on Add

In Search Group choose OLD TRACT

Click on Find

Search Results will appear

Criteria: Name: BROOKDALE SOUTH Party Type: ALL PARTIES Use Iris: NONE								
	Img	Party	Type	Doc Number	Assoc Doc	Doc Type	Recorded	Legal Sum
+		BROOKDALE SOUTH ADD	NAME 1	I000297	No Assoc Docs	OLD TRACT INDEX	1/1/2000 1:41:00 PM	Sub: BROOKDALE SOUTH ADD - MOORHEAD
+		BROOKDALE SOUTH ADD	NAME 2	I000297	No Assoc Docs	OLD TRACT INDEX	1/1/2000 1:41:00 PM	Sub: BROOKDALE SOUTH ADD - MOORHEAD

Doc type will show as "Old Tract Index"

Click on the document number to view the scanned images of the tract books.

Use navigation on right side to advance pages

Tract books pages contain a blind index indicating the document type and recording information. Use recording information to locate document

**Power of Attorney/BOND/Mechanic Lien Documents** are all loaded by book into Laredo

Search by the document number from the chart

Click on Find

Double Click on Document #

POA/BOND/Mechanic Lien Book will open

Use "Go To" search feature on the right to find the page

Book	Doc #
POA Book A	POA-00A
POA Book B	POA-00B
POA Book C	POA-00C
POA Book D	POA-00D
POA Book E	POA-00E
POA Book F	POA-00F

Book	Doc #
BOND Book A	BOND-00A
BOND Book B	BOND-00B
BOND Book C	BOND-00C
BOND Book D	BOND-00D
BOND Book E	BOND-00E

Book	Doc #
ML Book A	ML-00A
ML Book B	ML-00B
ML Book C	ML-00C
ML Book D	ML-00D
ML Book E	ML-00E
ML Book F	ML-00F
ML Book G	ML-00G
ML Book H	ML-00H
ML Book J	ML-00J
ML Book K	ML-00K