



# 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

## December 2021

### Observed Holidays – County Offices Closed

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

- 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.***

### Recorder's Office Fee Change

*Fee change will be effective January 3<sup>rd</sup>, 2022*

Fee Schedule for copies of Real Estate documents:

Self-Serve Document copies made on-site by customer  
\$1.00/page – Max of \$10.00/document

Copies of Documents made by Recorder staff for property you own  
\$1.00/page – Max of \$10.00/document

Copies of Documents made by Recorder Staff for properties other than your own  
\$10.00/document

Last transfer document on record, no charge for current homeowner

## 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 31, 2021

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

### April 1, 2022

*Property Tax Statements Mailed  
Property Valuation Notice 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>

## 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.

## Recording Cut-off Times

All paper and electronic documents received by the Recorder's Office by 3:00 p.m. will be recorded the same day in most circumstances. Documents received after 3:00 are not guaranteed to be recorded the same day.

## E-Recording Vendors

*Clay County Accepts e-recording from Four Trusted Submitters*

EPN 888-325-3365.

INDECOMM GLOBAL SERVICES 877-272-5250.

CORPORATION SERVICE COMPANY (CSC) 866-652-0111

SIMPLIFILE 800-460-5657

## 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>

## Abstract Recording Counts

2018 – 10,020

2019 – 10,797

2020 – 13,567

2021 (Jan-Nov) – 12,946