

## CASS COUNTY, NORTH DAKOTA RECORDER'S OFFICE

Our office is currently open 8 a.m. – 5:00 pm, Monday – Friday, **by appointment only**. All visitors are required to wear a mask while in the courthouse. If possible, we ask that you attempt to conduct your business by phone, through the mail or online using the resources outlined below. If you must visit our office, **please call 701-241-5620 to make an appointment**.

## CLAY COUNTY, MINNESOTA RECORDER'S OFFICE

Our office is currently open 8 a.m. – 4:30 p.m., Monday-Friday, **by appointment only**. All visitors are required to wear a mask while in the Courthouse. If possible, we ask that you attempt to conduct your business by phone, through the mail or online using the resources outlined below. If you must visit our office, **please call 218-299-5031 to make an appointment**.

## E-RECORDING

Due to the increase in positive Covid-19 cases in our region, **we are asking all businesses (i.e. title companies, financial institutions, law offices) to electronically submit their documents through an e-recording vendor**. This will allow us to continue providing timely service to all as we again move some of our staff to remote work. Here is a link to our e-recording vendors:

Cass County: <https://www.casscountynd.gov/our-county/recorder/erecording>

Clay County: <https://claycountymn.gov/642/e-Recording>

You choose the vendor with whom you would like to contract. Cass and Clay Counties and most other counties in North Dakota and Minnesota use these same e-recording vendors so contracting with a vendor will allow you to e-record in many other counties also. Those who frequently record with our department are finding they really like e-recording for many of the following reasons (among others):

1. It offers less exposure during the ongoing Covid pandemic and you can avoid having to make an appointment to visit our office to submit documents.
2. No need to tie up employee time to travel to and possibly wait at our office.
3. It's efficient in that you can scan in your document, submit, and then receive the recorded document back the same day
  - Cass County must be submitted before 4:00
  - Clay County must be submitted before 3:00
4. Documents are returned in electronic format so there is no need to rescan recorded documents.
5. There is no need for you to determine fees and cut a check for your submissions. The e-recording vendor will bill your business the correct amount on a monthly basis. This means no rejections for incorrect fees.
6. Any rejections or questions by us through e-recording can be handled on your time rather than being interrupted by a phone call from our office or delayed by documents being mailed back to your office. Many times rejections/questions can be resolved the same day.

**Additional tools/links that you may find useful in your work related to real estate transactions:**

## **CASS COUNTY, NORTH DAKOTA**

**Cass County GIS Map with Parcel Info:** <https://gisweb.casscountynd.gov/WAB/Link/>

This is a good place to start a search using a street address to find an *abbreviated* legal description (used on the tax statement) for a parcel. This *abbreviated* legal description will help you find the last deed of record on NDRIN, which will show the *full* legal description. As you may know, any documents submitted for recording must include the *full* legal description in order to be recorded. The parcel information on this site will also show to whom tax statements are being mailed. Most of the time, this is the property owner, but not always.

**NDRIN (North Dakota Recorder's Information Network):** <http://www.ndrin.com/>

This is a subscription based website (\$30/month) where you can search and print (\$1/page) the documents that have been recorded in our office. NDRIN will bill your office on a monthly basis for any pages printed so there is no need for you to send payments to our office for document copies. To search for documents on NDRIN you can use the abbreviated legal description from the GIS Map parcel information obtained from the link above. There are also other options for searching on NDRIN such as by grantor/grantee, date, etc.

Digital images are available on NDRIN for all documents recorded in Cass County:

1. Document recorded from January 1990 through the present are fully indexed and searchable.
2. Documents recorded from November 1984 through December 1989 are a work in progress and they load as we complete the indexing.
3. Documents recorded from Dakota Territory through November 1984 can be searched by document number, book and page, or grantor/grantee and are listed as either Converted Deed, Converted Mortgage, or Converted Miscellaneous.
4. If you have trouble finding an older document, please call our office at 701-241-5620 and we can likely provide a document number for you to enter in order to print the document directly from NDRIN.

### **Document Copies:**

If you are not a subscriber to NDRIN, after calling our office at 701-241-5620 (or emailing us at <https://www.casscountynd.gov/our-county/recorder/contact-us>) to find out the document number and page count, we offer the following options for obtaining copies of documents at \$1 per page:

1. **Email with Credit Card Payment** – Call our office at **701-241-5620** to request that we email a copy of the document by providing the document number and credit card payment information. In addition to the per page fee, there will be a \$3 email fee as well as a 2.65% service fee (minimum of \$1) charged by our credit card vendor, GovPay;
2. **Mail after Payment by Cash or Check** – Send payment to our office with a note requesting that we mail to you a copy of the document. Please include the document number and your mailing address in your request; or,
3. **Email after Payment by Cash or Check** - Send payment to our office along with a note requesting that we email a copy of the document. In addition to the per page fee, there will be a \$3 email fee. Please include the document number and your email address with your payment.
4. **Pick Up** – You may make an appointment to pick up a copy of the document(s) by calling **701-241-2620**. We are located on the first floor (north end) of the Courthouse located at 211 9<sup>th</sup> St S, Fargo. The \$1 per page fee can be paid with cash, check or credit card.

**Cass County Recording Requirements:** <https://www.casscountynd.gov/our-county/recorder/recording-documents>

**Cass County Recording Fees:** <https://www.casscountynd.gov/our-county/recorder/recording-fees>

#### **Subdivision Info:**

1. **Cass County Planning** information (including subdivisions and parcel splits):  
<https://www.casscountynd.gov/our-county/planning/subdivision-ordinance-copy> Additional questions can be directed to Cass County Planner, Grace Puppe, at [puppeg@casscountynd.gov](mailto:puppeg@casscountynd.gov) or 701-298-2375
2. **Plats** (including Auditor lots)
  - a. Original plats must be submitted through e-recording:
    - i. If the subdivision is in the ET or City of Fargo, the City of Fargo will submit the plat for recording
    - ii. If the subdivision is in the ET or City of West Fargo, the City of West Fargo will submit the plat for recording
    - iii. For all other areas of the Cass County, the Cass County Planner, Grace Puppe, or Ohnstad Twichell (city attorney for some cities) will submit the plat for recording
  - b. Plats must be 22" x 34" per Cass County Subdivision Ordinance #2006-1
  - c. Auditor plats are 8½" x 14", but can be submitted as large as ledger through e-recording
  - d. Auditor lots are required for all metes & bounds descriptions (as of 10/1/2014)  
<https://www.casscountynd.gov/our-county/planning/auditors-lot-information>
  - e. Contact the Finance Office at 701-241-5600 for further information regarding auditor lots
  - f. Since Mylar is not a good medium for stamps and notaries, we suggest a medium called 8 mil Polypropylene/PSA 36"x 100' with 3" core or Durable Matte Polypropylene by Canon Banner 139 gsm/7mil
  - g. Plat index and images <https://www.casscountynd.gov/services/subdivision-plat-index>

- h. Auditor plat index and images <https://www.casscountynd.gov/our-county/recorder/auditors-lot-index>

#### **Corner Records:**

1. Are available for viewing and/or printing on NDRIN
  - a. They are indexed by section/township/range
  - b. Or, you may enter "Corner Record" in the document type;
  - c. Or, you may use both document type and the section/township/range
  - d. To search by file number, enter a "C" in front of the file number plus "100" in front of any three digit file numbers (i.e. for file no. 575 the search no. would be C100575).
2. Corner Recorded indices are located here: <http://ndrin.com/uploads/countydocuments/50/CORNERRECORDINDICES20201002.pdf>
3. Must be no larger than 8½" x 14"
4. Must have the surveyor's signature/initials over the surveyor's seal
5. Paper should be a good bond stock weighing not less than 16 lbs.

#### **Real Estate Assessment and Sales Data:**

1. Property Information <https://www.casscountynd.gov/our-county/assessor/research-a-property>
2. Interactive Sales App <https://www.casscountynd.gov/our-county/assessor/interactive-residential-sales-app>
3. Research Property Sales <https://www.casscountynd.gov/our-county/assessor/interactive-residential-sales-app>

#### **Uniform Commercial Code/Central Notice System**

1. UCC/CNS filings are to be filed online with the Secretary of State <https://cis.sos.nd.gov/>
2. Fixture filings are to be filed online with the SOS and also recorded in the proper county

## **CLAY COUNTY, MINNESOTA**

**Clay County GIS Map with Parcel Info:** <https://claycountymn.gov/661/Maps-Online>

The property information search will provide an abbreviated legal description. Documents submitted for recording must include the *full* legal description to be recorded. The parcel information on this site will also show to whom tax statements are being mailed. Most of the time, this is the property owner, but not always.

**Online Real Estate Records:** <https://claycountymn.gov/1035/Online-Real-Estate-Records>

#### **Accessible Records**

Grantor / Grantee index starting January 1, 1987  
Images of abstract real estate documents starting July 16, 1970  
Improved Tract index starting May 1, 1996  
Tax parcel ID numbers on deeds starting August 27, 1996  
Tax parcel ID numbers on all documents starting August 16, 1999

**Tapestry (Occasional User):** <https://tapestry.fidlar.com/Tapestry2/Default.aspx>

Tapestry is an Internet access program designed for the occasional real estate professional user to search the land records in the Clay County Recorder's Office using a credit card. Tapestry also offers access to other counties in the Midwest. The fee is \$6.95 to search and \$1.00 per page to print

**Laredo (Subscription Based):** <https://claycountymn.gov/DocumentCenter/View/973/Laredo-Online-Access-Agreement?bidId=>

Laredo is a subscription-based Internet access program designed for the real estate professional who needs regular access to land records in the Clay County Recorder's Office. **Starting January 1, 2021 plans will start as low as \$30/month due to COVID-19.** See agreement for more information.

**Clay County Document Standards:** <https://claycountymn.gov/633/Document-Standards>

**Clay County Recording Fees:** <https://claycountymn.gov/646/Fees-Schedule>

**Subdivision Info:** <https://claycountymn.gov/916/Plats-Corners-Surveys-Online>

Clay County has recorded plats and corner certificates online for free as well as the certificates of survey that are filed in our office.

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

**Well Information:**

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

A well statement is required on all transfer documents when an E-CRV is required.

<https://claycountymn.gov/1134/Well-Disclosure-Certificates>