E-Record Submission Guide

Simplifile Submission

Recorder's Office 218-299-5031
Auditor's Office 218-299-5006

Clay County accepts all documents for e-recording except plats and Torrens Property.

Document Types:

Transfer Doc (Any document that transfers interest in the property)

Examples: Affidavit of Identity and Survivorship, Assignment of Foreclosure, Cancellation of a Contract for Deed, Contract for Deed, Contract for Deed Modification, Divorce Decree, Foreclosure, Quit Claim Deed, Representatives Deed, Trustee Deed, Warranty Deed, etc.

Mortgage w/MRT (A document that would collect Mortgage Registration Tax)

Examples: Mortgage; Modification increasing security; Deed Restriction

Mortgage Exempt (Document is exempt from collection of Mortgage Registration Tax)

Examples: Mortgage with exemption statement or MRT1 form stating $0 tax due

Miscellaneous (All other document types excluding plats and Torrens)

Examples: Affidavit, Affidavit of Trustee, Agreement, Assignment of Mortgage, Assignment of Rents, Certificate of Trust, Clearance Certificate, Codicil, Easement, Extension of Mortgage, Lease, Letters, Lis Pendens, Mechanic Lien, Modification with no new money, Order, Partial Release, Party Wall, Pendency to Foreclose, Potential Claim, Power of Attorney, Release, Request for Notice, Revocation of a Transfer on Death Deed, Satisfaction, Severance, Subordination, Termination of Financing Statement Mortgage, Transfer on Death Deed, Will, etc.

Party Name Field - Not Required for submission

State Deed Tax

Tax Exempt – Check box for tax exempt

Minimum Consideration of $1.65 – Enter amount $3,000 or under in consideration field

Consideration – Deed Tax will calculate based off amount entered in consideration field

Mortgage Registration Tax

If Exempt – Submit as Mortgage Exempt doc type with exempt statement or MRT1 form stating $0 tax due

Not Exempt – Will collect MRT based on amount entered in consideration field