

RECORDER

315 Tenth Street
P.O. Box 757
Worthington, MN 56187-0757
507-295-5268



AUDITOR-TREASURER

315 Tenth Street
P.O. Box 757
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507-295-5258

RECORDER/REGISTRAR OF TITLES CHECKLIST

All documents must include:

- _____ Document date
- _____ Document signature
- _____ Notary Acknowledgment must have legible Notary seal, Notary signature, Notary Commission expiration date, names & marital status of signatures being acknowledged, and for a corporate acknowledgment you must show business name, who signs and their corporate titles.
- _____ An accurate and complete legal description.
- _____ If applicable, exhibits must be attached.
- _____ The "Drafted by" must include name and address.
- _____ Applicable filing fees
- _____ Provide a Well Certificate and a \$50.00 fee **OR** provide one of the statements that apply: "The Seller certifies that the seller does not know of any wells on the described real property" **OR** "I am familiar with the property described in this instrument and I certify that the status and the number of wells on the described real property have not changed since the last previously filed well disclosure certificate."
- _____ Correction Documents need to have new signatures **and** new notary acknowledgment.
- _____ Warranty Deed in fulfillment of Contract for Deed, must include a well statement signed by the buyers **OR** a Well Certificate with the \$50.00 fee.
- _____ White-out is unacceptable on any legal documents.

SEE BACKSIDE

_____ If applicable, statement regarding “Total consideration for this transfer is \$500 or less.”

_____ The “Send Tax Statements To” area on Deed must include name and address.

AUDITOR-TREASURER CHECKLIST

_____ State Deed Tax (Purchase Price X .0033).

_____ Mortgage Registry Tax (Mortgage Amount X .0023). If claiming a statutory exemption, attach a completed MN Dept of Revenue Form MRT1.

_____ If Applicable, complete an eCRV located on the MN Department of Revenue website: <http://www.revenue.state.mn.us/CRV/Pages/eCRV.aspx> and provide eCRV number on transfer document.

_____ Delinquent taxes must be paid for deed transfers.

_____ Current year taxes must be paid for property splits.

** If property being split is located in the City of Worthington, you must have approval from the City of Worthington and provide a Realignment of Lot Lines for recording.

** Please contact the Auditor-Treasurer’s Office for County Zoning Ordinance information if the property being split and conveyed is located outside the boundaries of any City jurisdiction and is less than 2.50 Acres.

PLEASE RETURN THIS FORM WITH DOCUMENTS.