



**Cottonwood County Recorder
Kathleen Kretsch, County Recorder
900 3rd Avenue, PO Box 326
Windom MN 56101**

Susan Horkey, Deputy Recorder

Nancy Macgregor, Deputy Recorder

Recording checklist

Check the following **before sending** in for recording:

All Documents:

- Document dated
- Document signed
- Acknowledgment needs:
 - Date
 - Legible notary seal
 - Notary signature
 - Notary commission expiration date
 - Names and marital status (single or husband and wife) of signatures being acknowledged
 - If corporate acknowledgment (business name, who signs and their titles)
- Complete Legal Description
- Exhibits are attached
- Drafting statement including name and address
- Filing fees
- "Whiteout" is unacceptable on any legal documents

Transfer deeds:

- State deed tax included (purchase price times .0033 = deed tax) **exception:** Hennepin & Ramsey counties (purchase price times .0034 = deed tax)
- Completed Certificate of Real Estate Value
- "Send Tax Statements to:" Include name & address
- If any delinquent taxes are due.
- If split in tax parcel - all current taxes must be paid.
- If applicable, statement regarding "Total consideration for this transfer is \$500 or less" (enclose \$1.65 deed tax) **exception:** Hennepin & Ramsey counties enclose \$1.70 deed tax
- Completed Well Certificate and \$45.00 fee **or** 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"

Miscellaneous documents:

- Correction documents need to have **new** signatures and **new** acknowledgement along with a correction statement.
- Mortgage registration tax included (mortgage amount times .0023 = mortgage registration tax) **exception:** Hennepin and Ramsey counties (mortgage amount times .0024 = mortgage registration tax)
- Warranty Deed completing a Contract for Deed must have a well statement signed by the buyers **or** a Well Certificate with the \$45.00 fee.
- For transfer documents and mortgages an agricultural conservation fee of \$5.00 is due in the following counties: Anoka, Dakota, Ramsey, Wright, Carver, Hennepin, Scott, Washington, Waseca, Winona

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