



**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)
- Completed Certificate of Real Estate Value
- "Send Tax Statements to:" Include name and 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)
- Completed Well Certificate and \$50.00 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)
- Warranty Deed completing a Contract for Deed must have a well statement signed by the buyers **or** a Well Certificate with the \$50.00 fee.