

Information available on county website:	
Anoka	Tax Information, Document Recorded Dates, Tract Posted Through Dates, By Subscription--a site that gives access to Abstract and Torrens Documents back to 1994. Includes Certificates of Title, the Electronic tract index starting in 1993 and access to the Historical tract books back to 1950. Contact Suanne Raymond at 763-323-5433 for more information.
Carver	Land and tax information.
Dakota	Property tax information, print tax statements, pay taxes, GIS, fees, property records information expected first quarter of 2007
Hennepin	Taxpayer services general information contacts within the six divisions - Property tax, elections, GIS, public records, service centers, survey, and administration. Document standards, Abstract and Torrens recording and copy fees, fee schedule, recording and copy fees for abstract property. Property tax/market valuation information, abstract, torrens or both parcel identifier and frequently called phone numbers. Location, hours and maps.
Ramsey	Ramsey County's Dept. of Property Records and Revenue hosts a web site with both public and subscriber service. Public information includes information relating to paying property taxes, obtaining copies of tax statements, and finding information about Ramsey County property value, tax and recorded document information. The public can obtain County Assessor information, homesteads, Truth in Taxation, tax forfeited land, department fees and other items. There are also external links to birth/death records, a site where the MN Uniform Conveyance Blanks can be found
Scott	Property value and tax info, forfeited properties, property tax statements, Certificate of Real Estate Value, tax estimator, homestead and green acre forms, tax values and tax rates. Tax liens, plats, GIS, recorders/land records documents and info (except name search), certificate of titles, imaging on documents (except documents with social security numbers)
Washington	Tract Index for Abstract and Torrens beginning in 1984, fax on demand images available (\$1 per page - for Abstract, beginning 7/18/84, for Torrens, beginning 10/9/89) (initial set-up \$50 and monthly access \$30, escrow account required)
Separate website for taxpayer services? If so, what information is available?	
Anoka	n/a
Dakota	no
Hennepin	www.co.hennepin.mn.us/taxsvcs/TFL/taxcalc.htm - This web site will calculate Hennepin county mortgage registration tax and state deed tax. www2.co.hennepin.mn.us/pins - this web site provides property tax information and payment information. The site also provides electronic payment information, and you can email property tax questions and requests for complete tax parcel descriptions.
Ramsey	See web site at http://www.rrinfo.co.ramsey.mn.us/ . Customers can search by Property Identification Number or Address; access E-Pay, view payment due dates; review options for lost payment stubs; print tax statements online; apply for a property tax exemption; obtain information about appealing values; find information on how to obtain refunds and link to the state's senior citizen property tax deferral program; view property classification information including homestead and disabled homestead.
Scott	see above
Washington	http://www2.co.washington.mn.us/opip/ tax and value information updated daily, links to other taxpayer services information (i.e. penalty rates, credit card, or ACH payments)
What are your "homestead" application requirements?	
Anoka	See website: www.co.anoka.mn.us .
Carver	You must be a Minnesota Resident, own and occupy the property as your main residence by December 1st and make application by December 15th for the following years taxes. You can apply in person, by mail or on the website
Dakota	Requirements are listed on the County website at www.dakotacounty.us under 'home and property'.
Hennepin	Please contact the city assessor's office in the city in which the property to be homesteaded is located, for said homestead requirements
Ramsey	Homestead Applications are available on line at: http://rrinfo/public/characteristic/tips.asp . Information and forms can be found online at www.rrinfo.co.ramsey.mn.us/public . Click on "Tips" at the top of the page. One the next screen, click "FAQ-Homestead." Information provided online includes qualifying for the homestead classification; requesting an application; applying for homestead classification; penalties, renewing your classification; providing social security number and signature; and homestead credit values

Scott	Complete the appropriate application. Attach a copy of the deed granting title to the applicant
Washington	Call 651-430-6110 for information
What is your policy regarding "lot splits"? Is a per parcel split fee required? Must taxes be paid in full? Is this viewed as a "walk-through"	
Anoka	No fee per Statute. Taxes must be paid in full, including current taxes, per statute.
Carver	Contact Auditor's office at 952-361-1930.
Dakota	No split fee required. Taxes must be paid in full. Not considered a walk-through. Need split approval in writing from most municipalities
Hennepin	Lot splits should have city approval before being submitted to the Auditor's office. Taxes are due only when a conveyance of less than a whole parcel is involved. The request of a division is a walk through process. The functions of the Registrar of Titles and the Treasurer/Auditor are quite separate, and the issue of splitting a Torrens Certificate of Title has to be distinguished from the issue of splitting a tax parcel. The Registrar does not ask that taxes be paid in order to split a Certificate of Title, but the Treasurer/Auditor would not split a current tax parcel without receiving payment of all the current year's tax. The fee collected by the Registrar to exchange or split a certificate of title is based on the statutory fee for an exchanged certificate. \$20 for each certificate cancelled and \$20 for each new certificate issued (Minn. Stat. 508.82, Subd. 6).
Ramsey	Must be approved by Municipality. There is not a per parcel fee. Taxes must be paid in full. It is not viewed as a walk-through
Scott	Lot splits must be approved by the government unit (city or Township) approved by Taxation and/or PIE. Taxes must be paid on all parcels. Survey needed.
Washington	No parcel split fee required. Taxes must be paid in full. This is not viewed as a walk-through transaction. No special recording requirements. Call 651-430-3340 for more information.
Do you require notary stamp ink of a certain color? If so, what color?	
Anoka	No color requirements.
Carver	No
Dakota	No color requirement, but black is preferred.
Hennepin	Black is required on the Mylar for a plat. Black is suggested, and the color of choice. No other colors are required on any paper documents. Although there is no longer a non-standard fee, a document may be returned if it is determined if the filing office does not have the capability to properly reproduce the document in a legible fashion. This includes the notary stamp that can not be legibly reproduced. Note: Red ink does not reproduce well, and it is therefore discouraged.
Ramsey	No. If a raised seal is used, we prefer that the customer darken it prior to submission.
Scott	Black ink is preferred. This is best for imaging. No extra fee.
Washington	No color requirements. Ink must be legible for reproduction. Plats require black ink.
Under what circumstances is a marriage certificate required for tax transfers?	
Anoka	not required to change the name of the taxpayer on the tax records.
Carver	Contact Auditor's office.
Dakota	To change taxpayer's name
Hennepin	Not required
Ramsey	If a deed has been recorded using a maiden name, and any later deed uses a married name, a copy of the marriage certificate would have to be presented at that time. A copy of the marriage certificate is acceptable.
Scott	N/A
Washington	Name changes on tax records.

Under what circumstances is a marriage certificate required for recording purposes?	
Anoka	If there is a discrepancy in the names.
Dakota	Abstract does not require a marriage certificate, but will record if submitted for recording. Torrens requires a marriage certificate if the document does not contain "FKA" (formerly known as).
Hennepin	Abstract - Under M.S. 507.29, a marriage certificate may be filed only when attached to an affidavit of identity. Torrens - when a name has changed due to marriage and a document does not contain an FKA, it is then required to show the chain of title
Ramsey	Torrens: Documents that result in the creation of a new Certificate of Title are rejected if not joined by the spouse. Marriage certificates may always be accepted to establish a marriage or a name change, but are required only if one of the spouses has changed his or her name from what was shown on the Certificate of Title and wants to transfer title using the new, married name. A certified copy is required
Scott	Torrens only, if document does not contain FKA
Washington	Torrens transfer with change in marital status or name change.
Under what circumstances can AKA (also known as) be used?	
Anoka	Adding a middle initial or middle name. It cannot be used to indicate maiden name.
Carver	Contact Examiner of Titles office for torrens property.
Dakota	"AKA" may be used for individuals when there is a difference in the first and middle names.
Hennepin	Only for individuals and only for the first and middle names. An AKA cannot be used for corporate entities. Doing Business As (DBA) is not a legally recognized entity in Minnesota.
Ramsey	It will not be accepted in Torrens, but "formerly known as" will be accepted. It will be accepted by Abstract
Scott	Any documents that the name is different.
Washington	AKA may be used for middle name/initial
What is the process for handling MRT & SDT refunds (abatement)?	
Anoka	Must apply using general abatement form.
Carver	Contact Auditor's office.
Dakota	Need original document with treasurer's stamp and letter requesting refund.
Hennepin	Information about policy, procedures and an application form is available by calling 612-348-3017
Ramsey	The customer must apply for an abatement. We have a form that must be filled out and the customer must provide proof as to why the money should be given back.
Scott	Original payment reversed or journal entry out of system, and check is issued.
Washington	Completion of a refund request form and inclusion of the original receipt. Call 651-430-6175 for additional information.
Are re-recorded or corrective documents allowed? If so, when?	
Anoka	Corrective and Re-recorded documents are allowed in abstract. Corrective mortgages are accepted in torrens
Carver	Yes. Document must state that it is a corrective document, what it is correcting, what reference document # is being corrected and must be resigned and acknowledged. Re-recorded documents are the same as corrective.
Dakota	Torrens does not accept re-recorded documents. Abstract will accept re-recorded documents. The re-recorded document must be the same document that was originally recorded with the county's stamps. It must be re-signed, re-acknowledged and must state why it is being re-recorded. Torrens and abstract will accept corrective documents. The corrective document must be a new document. It must state that it is a corrective document, contain the document number being corrected, and state what is being corrected

Hennepin	Yes. A corrective document must state that it is a corrective document and it must state the document # of the document being corrected. It must also state what is being corrected in the original document. If the original signor's interest has been assigned or transferred, the current interest holder must consent to the corrective documents. A corrective document can not correct a grantee, assignee or mortgagee. It also can not correct the state of incorporation of an entity. Re-recorded documents must be re-signed and re-acknowledged after the original recording date. It must state why it is being re-recorded. Recording a corrective document in lieu of re-recording an already recorded document is the better alternative.
Ramsey	Torrens: We accept a document entitled either "Corrected" or "Amended" if that document was properly executed by all parties. We will reject it if that document was not properly executed by all parties, unless the changes are merely technical or only adversely affect the rights of the party who signed the amended or corrected document. Minor changes that don't affect anybody's rights will be accepted.
Scott	Abstract/Torrens--document must state that it is a corrective or re-recorded document, reason why, must be re-signed and re-acknowledged, receipt number of fees paid (MRT, Deed Tax, recording fees).
Washington	May re-record or file corrective document in Abstract only. Reason for re-record must be stated on the document. If there is substantial change (I.e. amount/legal) the names must be reacknowledged.
What circumstances require document approval by the Examiner of Titles? What is the time frame?	
Anoka	Minnesota Statute determines which documents the Examiner of Titles must approve. Also, may be determined by the Examiner
Carver	Trust documents, bankruptcy papers, probate documents, divorce decrees, power of attorney, CIC Plats and Declarations, Certificate of Redemptions, etc. Contact Examiner of Titles if in doubt.
Dakota	Any instrument executed by an owner whose fee title to registered land is held in trust which transfers or plats the land. A Decree of Marriage Dissolution, or both a Decree of Marriage Dissolution and QCD filed for the purpose of transferring the interest of one spouse to the other. Upon the death of the owner of registered land, any subsequent transfer by his/her personal representative or estates. When a Notice of Bankruptcy has been filed upon a Certificate of Title, any subsequent transfer by the owner, trustee in Bankruptcy, or Order of the Bankruptcy Court. Any transfer by a party other than the record owner on the Certificate of Title, whether by an instrument of agency of Power of Attorney. Transfer by a Religious organization. Approvals are completed within 48 hours
Hennepin	The following approvals are in the form of a certification or directive, and are required by statute: 1)Probate Deeds/Decrees - 1 day 2)Trustees Deeds - 1 day 3)Transfer by Divorce Decree - 1 day 4)Eminent Domain (final certificate/quick take order) - more than 1 day 5)Adding vacated street/alley description - more than 1 day 6)Condominium Declaration - less than 2 days. The following approvals are made as a matter of policy, to aid the Registrar of Titles: 1)Deeds from an individual fee owner executed by an attorney in fact - 1 day 2)Non standard notice of Lis Pendens - at request 3)Claim of Unregistered interest - at request 4)Deeds from religious corporations (not non-profit corporations) - 1 day 5)Documents notarized outside of MN/U.S. - 1 day
Ramsey	Documents requiring approval include Personal Representatives Deeds; Probate Deeds; Guardian and Conservator Deeds; Marriage Dissolution Decrees when used to transfer title (also Summary Real Estate Disposition Judgments); Trustee's Deeds and Plats; Instruments made by a Custodian under the Minnesota Uniform Transfers to Minors Act; other documents at the request of the Registrar of Titles; and Condominiums and other CIC's. Timeframe varies. Directives will generally be issued within 2 days of the request
Scott	Trust deeds - probate documents - some bankruptcy documents, Divorce Decrees without Deeds and CIC's. Contact Examiner's office for time. Send documents to: Bryce Huemoeller - 16670 Franklin Trail #210 - Prior Lake, MN 55372. 952-447-2131
Washington	Probates, Trust Conveyances, Divorce Decree - time frame is variable.

Is an Affidavit of Attorney in Fact recorded as a separate document, or as an attachment to a document signed by the Power of Attorney?	
Anoka	Separate document.
Carver	Separate document
Dakota	Recorded separately. Separate recording fees required.
Hennepin	It depends on the situation: a) Normally the Deputy will attach the affidavit to the document which has been signed by the Attorney in Fact biff only one Affidavit has been presented and multiple documents have been signed by the Attorney in Fact, the Deputy may attach the Affidavit to the Power of Attorney coif only one Affidavit has been presented, and multiple documents have been signed by the Attorney in Fact, and the Affidavit contains a legal description, a Deputy may file the Affidavit by itself.
Ramsey	We prefer it to be a separate document, but will record them together.
Scott	Separate document and fee
Washington	Separate document
When is a "walk through" accepted for recording?	
Anoka	When it is presented.
Carver	When accepted by recorder's office.
Dakota	Time sensitive documents such as Mechanic Liens, Foreclosure documents or Construction Mortgages.
Hennepin	Walk through recordings are acceptable anytime the filer needs to know that a specific document has been recorded and when. Time sensitive documents such as mechanic liens and foreclosures are commonly walked through for recording
Ramsey	A document brought to our counter as a "walk through" will be reviewed for record ability. If the document cannot be recorded, it will be rejected and returned to the customer at that time. Document numbers are not assigned at the counter; instead, the customer will receive a copy marked "Document number pending" to take with them.
Scott	No limit of # of walk-through. Time sensitive documents will be recorded any time. New Construction will be recorded if presented before 2:00 PM, anything after 2:00 PM, only if time permits.
Washington	No current limitation on walk-through.
What are the date requirements on deeds relating to Probate?	
Anoka	Date of Letter Testamentary must match documents.
Carver	Contact Examiner of Titles for torrens property.
Dakota	Abstract - no date requirements. Torrens - Letters Testamentary must be certified to be in full force as of the same date or later than when the personal representative signed the document on behalf of the estate.
Hennepin	Abstract - no requirements. Torrens - all probate transfers must be approved by a Hennepin County's Examiner of Titles. Certified copies of probate documents must be certified the same date or before the date of the examiner's review and certification
Ramsey	The deed should be dated after the probate documents are approved.
Scott	Letters testamentary must be certified to be in full force as of the same date or later than the date when the personal representatives deed is signed. Torrens only.
Washington	Letters must be effective at the time of the Deed (certified on the date, or after the Deed).
What is the policy for completing recording information on an assignment? Are fees required?	
Anoka	We will fill in recording information when the assignment if filed concurrently. There is no fee required.
Carver	Please let us know in transmittal sheet and there is not extra fee required.
Dakota	If assignment is submitted with the document that is being assigned, the recording information will be added to the assignment. There is not a fee required.

Hennepin	POLICY: It is expected that prior to submission, the filer will insert all recording information of any previously filed document(s) when said document(s) is referenced. EXCEPTION: If the document being assigned is presented for filing at the same time as the assignment, this office will insert the number of the referenced document. NOTE: We are frequently asked to complete filing information on other instruments besides assignments--for example, a deed may list "permitted encumbrances" that include easements filed as part of the same package. We will complete such information only when enough information is provided so that we know with certainty what document is being referred to. The inclusion of a dated date is helpful in the identification of many documents. No additional fees are required.
Ramsey	We provide that information in our recording data in the upper right hand corner of the document. No additional fees are charged.
Scott	We will put information on assignments with no additional fee
Washington	Recording information is completed upon request - no fee
What is your policy on recording fees for documents with multiple assignments & releases?	
Anoka	There is not extra fee in torrens. Additional funds necessary for greater than 4 documents in abstract.
Carver	Per statutes.
Dakota	\$46.00 with 4 or less references and \$10.00 additional for each reference thereafter.
Hennepin	Abstract - In addition to the \$46 recording fee, an additional \$10 recording fee is required for each additional document number or book and page cited over the first 4 references. Torrens - A \$46 document filing fee is required for the first certificate of title affected, with an additional \$20 recording fee for each additional certificate affected thereafter.
Ramsey	We charge fees as provided by MN Statute 357.18: \$46 with 4 document citations or less; \$10 additional per document cited after the first four
Scott	Should be standard throughout the state.
Washington	Fee by statute, in Abstract \$46 up to four numbers, \$10 each additional number over 4
What is the policy on over payment of taxes?	
Anoka	All overpayments greater than \$5.00 are refunded to the payer. All taxes may be paid as walk-through
Carver	Contact Auditor's office.
Dakota	There if no refund issued for \$5.00 or under. Need a written request for a refund over \$5.00
Hennepin	We do not accept overpayments.
Ramsey	If there is an overpayment on the first half property taxes, the overpayment is credited to the second half of the year. If overpayment occurs on the second half payment, a refund is provided to the customer.
Scott	Refund of current taxes by payee, in the current year, is available upon written request. If totally overpaid, refund of last payment is automatically issued.
Washington	Refund to payer
Under what circumstances is a "walk through taxes" accepted?	
Anoka	All taxes may be paid as walk-through.
Carver	Contact Auditor's office.
Dakota	Payment is processed immediately.
Hennepin	We allow a maximum of 4 transactions per customer. A single transaction could be considered a Deed and 2 Mortgages, as long as it is on the same property.
Ramsey	All circumstances.
Scott	Anytime
Washington	Always. Receipts issued if requested. Office hours are changing to 8:00 am to 5:00 pm on September 5, 2006
What is the purpose(s) of an Examiner's Directive? Are fees required?	
Anoka	Statute defines when these are necessary; examiner's fees not charged but recording fees are charged
Carver	Contact Examiner of Titles.

Dakota	To correct any errors or omissions on a certificate of title. Foreclosure by Action. Tax forfeiture if after 10 years. Recording a Condominium. Move a memorial into the body, such as a vacated street or easement. Examiner and recording fees are required
Hennepin	An Examiner's Directive or Certification (or, in the alternative, a Court Order in a Proceeding Subsequent) is required by statute in the following circumstances: 508.351 Subd. 1--Condominium Declaration; 508.58 Subd. 2--After Mortgage Foreclosure by Action; 508.59--Transfer by Divorce Decree; 508.62--Trustee's Deed; 508.69--Probate Deed/Decree; 508.67 Subd 2--After Tax Forefeiture; 508.71, Subd 3 (1)--Deletion of Memorial or Recital; 508.71 Subd. 3(2)--Name Correction; 508.73 Subd. 1--Eminent Domain; 508.73, Subd. 2--Vacated Street/Alley. The Examiner does not charge a fee for services under Chapter 508 in Hennepin County (508.12). Normal filing fees are required unless waived by the Examiner of Titles.
Ramsey	Examiner's Directives to the Registrar of Titles have been authorized by legislation for many different transactions involving registered land, which previously required the completion of a proceeding subsequent to secure a court order directing the Registrar of Titles to take the appropriate action. Now the Examiner of Titles has the discretion to issue a Directive to the Registrar as a substitute for a court order. Yes, fees are required. There is a \$75.00 fee for directives, although it is recommended that you check with the Examiner for current fee information.
Scott	Per statutes - contact examiners office
Washington	Examiner Directives are required for transfer with summary real estate judgments and as required by statute (condominium, tax title, road vacation, etc.) \$46 recording fee
Are you currently accepting documents electronically? Do you have an anticipated start date?	
Anoka	Anoka County does not currently have the ability to accept documents electronically. The software upgrades are in the budget and planned for sometime in 2008.
Dakota	yes
Ramsey	No, we are not accepting documents and have not set an anticipated start date.
Washington	No and No