



Tamara Tricas
Pine County Recorder/Registrar of Titles
635 Northridge Drive NW Suite 250
Pine City MN 55063
Phone 320-591-1642 or 1-800-450-7463 Ext. 1642

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“RECORDER CHECKLIST”

- _____ Grantor(s) marital status **(358.14 & 507.02)**
- _____ Title of document required **(507.093 Subd 5)**
- _____ Legal description
- _____ Document(s) signed. **(507.24)**
- _____ Complete notary acknowledgment required (date, subject, signature, stamp, venue, etc., to include marital status and/or representative capacity in which subject is signing on behalf of an entity) **(507.24 and 358.47)**

SHORT FORM FOR AN INDIVIDUAL ACKNOWLEDGEMENT EXAMPLE:

STATE OF MINNESOTA

SS.

COUNTY OF PINE

The foregoing instrument was acknowledged before this 20th day of December, 2011 by John D. Doe and Mary J. Doe, husband and wife.

NOTORIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

Notary Stamp Here

DO NOT STAMP OVER TEXT

Signature
 SIGNATURE OF NOTARY OR AUTHORIZED OFFICIAL

- _____ “Drafted by” name and address **(507.091)**
- _____ Taxpayer name and address. **(507.092)**
 Document must contain a taxpayer name, street address and/or post office box number, city, state and zip code. Statements such as “taxpayer unchanged”, “no change in taxpayer status” “no change in taxpayer address” are not acceptable for recording purposes.
- _____ Well Disclosure Certificate required or Well Statement required on document **(1031.235)**.
 “The Seller certifies that the Seller does not know of any wells on the described property.”
 “I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.”
- _____ Fees due and payable to Pine County Recorder Please contact Pine County Recorder at 320-591-1642
- _____ Fees due and payable to Pine County Treasurer Please contact Treasurer Office at 320-591-1660
- _____ **Separate checks are required for the Pine County Treasurer and Pine County Recorder.**
- _____ Document(s) must be legible **(507.093 Subd 2 & 7)**
- _____ For Registered Property please contact our office. An Examiner Directive or additional fees may Apply. Please contact us at 320-591-1642.
 You may obtain documents on-line through the Minnesota Department of Commerce.