



January, 2010

Contents

E-Recording of Deeds

E-CRV

E-Well Disclosures

Pope County GIS Reminders

Passports

Share Newsletter

The Recorder

Darby Bowen

Pope County Recorder
Registrar of Titles

darby.bowen@co.pope.mn.us
130 Minnesota Ave E Ste 206
Glenwood MN 56334-4524
Phone 320.634.5723
Fax 320.634.5717

Barbara Tamte

Property Records Specialist

Karen Barchenger

Property Records Specialist

Johanna Henke

Legal Description Technician

recorder@co.pope.mn.us
www.co.pope.mn.us

The Recorder

Published by: **Darby Bowen**, Pope County Recorder

E-recording of all documents

Beginning January 1, 2011, the Pope County Recorder's office is ready to E-record your entire package of real estate documents.

The Pope County Recorder's office has been e-recording since early in 2007. Satisfaction of Mortgages and Mortgages are the most common. The e-recording of deeds has now been made available to make the entire recording package submission available electronically. Several processes have been added to the allow for this. In order for individual submitters to include deeds, the following are items to complete in preparation:

eCRV: Pope County has been approved for a Helper CRV (entered electronically and a paper copy scanned into the system). A submitter must register at the following site:

http://taxes.state.mn.us/property_tax_administrators/pages/assessors_content_ecrv_erecording.aspx

eWell Disclosure:

The Minnesota Department of Health (MDH), Well Management Section, now accepts Well Disclosure Certificates filed electronically (online). This service is one part of the framework for electronic real estate recording.

The MDH Web site for submittal of well disclosures is:
www.health.state.mn.us/divs/eh/wells/disclosures

Customers who are not quite ready to e-record documents can use the eCRV and eWell Disclosure to learn the process. When completing the eCRV, just print and present the paper document from the above website; and with the eWell, type the disclosure number on the face of a deed for this office to verify upon receipt of the paper documents. Completion of these document on-line prevents rejections upon recording. This office has already had both types of documents presented via these methods.

Who are Pope County's electronic submitters? Indecomm US Recording, Ingeo, Affiliated Computer Services (ACS), and Simplifile. For the year 2010, Pope County had eight percent of all document recorded electronically. Documents included Satisfactions of Mortgage and Mortgages. Electronic recording saves trips to the Courthouse, significantly improves the recording timeline and reduces the gap time between verification and recording. As other counties have added deeds to e-recording, the percentage has already increased to 25% of all documents. Contact Darby for information in getting connected.

e-Recording with eCRV

e-recording of CRV information with deed and title transfer is now available for some transactions, subject to the following restrictions:

- Real estate agents, title companies or other CRV submitters must receive approval from the Department of Revenue before they can e-record transactions through the e-CRV system.
- Electronic submission is only available for transactions in counties that have registered their intent with the department to accept e-recording transfers. (Pope County has done this and is ready!).

How does e-Recording work?

Real estate agents, title companies or other CRV-submitters enter the property, buyer and seller information directly into the web-based eCRV form, then submit it to the department. The eCRV system verifies their work.

The submitter receives an electronic receipt and link to a PDF file with the CRV data, minus any private information about the buyer(s) and sellers(s). They save the PDF file for their records and include a copy of the PDF when e-recording the transfer with the county of sale. (Note: submitters must save a copy of this PDF because the CRV information is not retained in the department database for later retrieval.)

The county prints the eCRV and proceeds with the current paper process from this point.

How do I get started?

Counties and real estate agents, title companies or other CRV submitters must register with the Department of Revenue to participate in e-recording.

For CRV submitters

The Department of Revenue must pre-approve all eCRV submitters. To apply complete the CRV Submitter Request for E-Recording (available at the web site) and return it to the Property Tax Division at the Minnesota Department of Revenue. You will receive an acknowledgement by e-mail when your registration has been accepted. A list of counties now accepting e-recording of deed or title transfer is also available at the web site.



e-Well Disclosure Certificate

Now Available from the
Minnesota Department of Health

The Minnesota Department of Health (MDH), Well Management Section, now accepts Well Disclosure Certificates filed electronically (online). This service is one part of the framework for electronic real estate recording.

The MDH Web site for well disclosure is: www.health.state.mn.us/divs/eh/wells/disclosures

Persons filing a well disclosure certificate simply select the option "Filers" from the menu bar. The *County Recorder* selection is reserved for recorder functions in processing and tracking e-WDCs. First-time filers must initially register an account (username and password). The filing process is as follows:

- Complete the e-WDC online and submit to MDH. Mandatory fields for completing the e-WDC are identified (with an asterisk). When submitted to MDH, the filer is issued a Well Disclosure Certificate (WDC) number for this e-WDC.
- The e-WDC remains "pending" for up to 120 days, during which time the filer can edit or add information. If the deed has not been recorded within 120 days, the filer must complete a new e-WDC.
- When preparing the deed for recording, the WDC number is noted on the deed.
- When the deed is filed, the county recorder checks the pending e-WDC and compares the ownership and property information to that on the deed. If they match the recorder then "validates" the e-WDC, which automatically files the e-WDC with MDH. The County Recorder still collects the \$45 filing fee at the time of recording.
- MDH staff will review the submittals to make sure they are complete. If there are any questions or problems, MDH will contact the filer.
- After review, the e-WDC is added to the database and posted on the Web site as are all well disclosure certificates filed since November 1, 1990.

For filers, the MDH Web site includes a checklist "What You Need to Know Before You Begin" and a more detailed publication (user manual) on filing instructions. The checklist identifies the information that is needed to complete the e-WDC. There is a comparable user manual for County Recorders. MDH contact information is also available on the MDH Web site.

In order to properly complete a WDC or the e-WDC, realtors should provide complete information on property identification; buyers and sellers; and the location, number and status of all wells on the property (including a sketch map) to the person preparing the WDC document/filing. Too often, some of this information is missing, causing unnecessary delays in the closing and recording.

MDH will continue to accept paper Well Disclosure Certificates as have been filed since November 1, 1990. The e-WDC is another option for filing.

If there are any questions on well disclosures, please contact:

Kathy Dunaway	651-201-4587	kathy.dunaway@state.mn.us
Norm Mofjeld	651-201-4593	norman.mofjeld@state.mn.us
Mike Convery	651-201-4586	michael.convery@state.mn.us

Pope County GIS is on the Web!



The Pope County GIS project has now advanced to the point that data completed has been added to the Pope County web page. Visit the site at www.co.pope.mn.us, click on Pictometry/GIS Maps, than click on Webfusion. Once into the program, a person can zoom into a certain area, or search by parcel ID, street address, section/township/range, and others. There are options to draw and print. Additional layers can also be turned on/off such as plat data and Pictometry or FSA maps. The additional photography layers are county-wide. For assistance in using the site, a Help tool is available to maneuver through the program.

At this time, Leven, Westport, Glenwood and Minnewaska Townships are completed, along with the cities of Villard, Westport, Glenwood City and Long Beach. Plans for 2011 are to include the cities of Starbuck, Cyrus, Farwell, Lowry and all townships in the north one-half tier of the county. The remainder of the county will be completed by the end of 2013.

If you have any feedback, or questions about how a particular parcel appears, please e-mail detailed information to GroupPopeCountyGIS@co.pope.mn.us The question will be researched here in the Recorder's Office.

Reminders:



County Plat Maps

- Pope County Plats are available on the County website, by clicking on the following on the County website:
- Taxes must be paid in full for any split of a tax parcel. As you read this, taxes payable for 2011 will need to be paid prior to recording any document creating a parcel split.
- When submitting a document which contains a split or new survey of an existing parcel, always include a copy of the survey map for County processing and files. Thank you!

Passports

Travel season is upon us. If you have winter travel plans outside the United States, apply for a passport soon. The Passport Agency indicates to allow for the full six weeks for processing.

Forms and information is available at www.travel.state.gov or by contacting this office directly.

Share this Newsletter



Please make a point of reading this newsletter and passing it along to co-workers. I hope you find it a useful resource in keeping current with Recorder items.

If you are receiving a shared copy, you can subscribe directly at the web address below.

To Subscribe/Unsubscribe to this Newsletter, go to www.co.pope.mn.us