



# The Recorder

Mission Statement: To Accurately Maintain Records of Residents and Landowners of Pope County for Generations to Come.

**May, 2008**

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## Customer Service – Central to Recorder Office Renovation

Improving service to residents and to professional businesses and real estate clients was key to the renovation project of the Recorder's Office. The reconfigured space will offer general customers a lobby area to be seated while staff service their needs. Customers will have access to a computer terminal in the lobby to conduct research, and professional clients will have access to county records in a secure work space, insuring that historical records will be preserved for a long time. The renovation includes state-of-the-art partitions that offer privacy and security. Barb Tamte will work off the lobby area to assist customers. Karen Barchenger and Johanna Henke will be able to respond to customer needs from their newly configured work stations located behind the lobby area. Stay tuned, an invitation will be coming soon to an open house, offering a look at the newly renovated Recorder's Office – hope you can come.



### Meeting Notice

## Central Lakes Property Communication

Wednesday, May 28, 2008 10:00 AM–12:00 Noon

Hosted by: Darby Bowen & Virginia Mahoney

Pope County Courthouse

Glenwood, MN 56334

**Main Discussion Topic: Federal Tax Liens**

**Speaker: Ann Makres, IRS**

**Senior Stakeholder Liaison**

Ann Makres will be the main speaker at the next PREP meeting to be held here at the courthouse in Glenwood on May 28, beginning at 10:00 AM. Her discussion will include information on lien filing, release, subordination, discharge, pay-offs and contact information. She will also share some information on foreclosures. Another topic will be the Verification Express Service (IVES). This is a system where mortgage companies, title companies, and/or attorneys can get tax filing and income information in two days through an IRS web page using e-services.

## Important Notice on Well Disclosure Certificates

Per 2007 change to Minnesota Statute 1031.235 Sub 1 (l): **On July 1, 2008 the fee for a Well Disclosure Certificate will be \$45.00.** This increase is due to an added surcharge by the State of Minnesota. For each Well Disclosure Certificate the county will forward \$37.50 to the State of Minnesota and the county will continue to retain \$7.50. This fee will be required when any document is recorded on or after July 1, 2008 requiring a Well Disclosure Certificate. If the real estate document that includes a Well Disclosure Certificate is rejected prior to July 1, 2008, corrected, and returned to us on or after July 1, it will require the new fee. Please plan all closings accordingly.

### Information from MDH regarding Well Disclosures on foreclosed property:

The Minnesota Department of Health is receiving an increasing number of inquiries from realtors, closing agents, and property buyers asking if the well disclosure requirements are waived or the property is exempt from the requirements because the property being transferred is foreclosed property. The Minnesota Association of REALTORS®, local realtor associations, and county recorders are receiving similar inquiries. For more information regarding Well Disclosure Certificates on foreclosed property go to: <http://www.health.state.mn.us/divs/eh/wells/disclosures/foreclosed.html>

### Find information on a filed Well Disclosure Certificate:

Look up Well Disclosures at <http://www.health.state.mn.us/divs/eh/wells/disclosures/disclaimer.html>. It is a menu selection under Well Disclosure / Property Transfer. A user can check this database to see if a well disclosure certificate has been filed for a property and the number and status of wells. It also provides direction if a new well disclosure certificate needs to be filed.



The following site provides information on how to access case records available for public viewing online. This includes register of actions, calendars, judgments, and orders and notices prepared by the court:

<http://www.mncourts.gov/>

This is a public web site and there is no charge to access records. Click on "Access to Trial Court Records" in small print near the top left-hand side; read through the terms and conditions and move to the bottom of the screen to "Accept" or "Decline". Searches are conducted similar to the public view station located in the local court office.

## THANK YOU!

This is an opportunity to say "Thank You" for suggestions or thoroughness on the part of customers.

- **Thank you** for submitting your survey with a newly surveyed or parcel split document. While surveys are typically for land use purposes, a copy is requested for ease and accuracy when a document is being filed. For those of you who submit surveys with a document as a matter of routine, a hearty "Thank You". This reduces repeat calls to obtain a copy. For those who may still receive requests, please add to your checklist "include survey map". It is greatly appreciated.

- **Thank you** to Phil Serrin. Have you noticed on printed copies of recorded documents the annotation of the recording document number at the top, along with the page numbers of the document (123456 – page 1 of 2, etc)? While the Fidlar software company added the document number, Phil suggested adding the page numbers as an additional convenience. It was done quickly and is very convenient. Great idea!

# Minnesota Official Marriage System

Minnesota Local Registrars are in the process of creating a Statewide Marriage Index. The Local Registrar for each county within the State of Minnesota is responsible for maintaining the county's marriage records independently from other counties, and is not under the jurisdiction of any State agency. A marriage license can be issued in any county within the State, with the marriage being performed in any county within the State (not only where issued). The license is always filed back in the county where it was obtained. Throughout the years, the Local Registrars have assisted customers in obtaining certified copies of a marriage certificate. Frequently, customers are unsure of where the marriage certificate is filed, which could generate a phone call search to possibly all 87 counties in the State of Minnesota.



A subcommittee of the Minnesota Association of County Officials (MACO) Vitals Committee researched the need for a statewide marriage index. Local Registrars were polled and the consensus was that such an index would be of great value. The index will show the Bride, Groom, date of marriage and which county has the record. This will enable Local Registrars to direct their customers to the appropriate county and reduce search time drastically. The information will also become available on the web for the general public to search and find the filing location of a marriage record.

The marriage index is now well on its way. The development process is nearly complete with Local Registrars in a testing stage, and counties uploading actual data and maneuvering around the program. Local Registrars will have access to the system in June, and if all goes as planned, it will be available to the general public later in 2008.



## Passport Book vs. Passport Card

U.S. citizens have been applying in advance for the new U.S. Passport Card. The application process is now available and cards are expected to be in full production by July, 2008. The passport card was created to facilitate entry and expedite document processing at U.S. land and sea ports-of-entry when arriving from Canada, Mexico, the Caribbean and Bermuda. The card cannot be used to travel by air. The card creates a less expensive and more portable alternative to the traditional passport book. It will have the same validity period as a passport book -10 years for an adult, and five years for children 15 and younger. For adults who already have a passport book, they may apply for the card as a passport renewal and pay only \$20. First-time applicants will pay \$45 for adult cards and \$35 for children. The cost of a passport book is currently \$100. For applicants who wish to obtain both the passport book and passport card, there is a \$25 savings by applying for both at the same time.

**This is inserted for your convenience.  
Please keep available for future reference**

**Requirements for Processing Real Estate Documents**

As real estate transactions have been increasing again, a reminder to review documents before presenting for recording. Having documents complete the first time saves everyone time. It is the policy of this office to return documents to the presenter for corrections.



Please take the time to review these checklists closely and keep them handy. Other frequent items for returns, not listed below include: submittal to the wrong county, major errors in the legal description, along with complete notaries, drafted by and others listed below. Please take every opportunity to review before presenting, especially if you are a submitter who did not draft the document(s). Documents are returned to the submitter if corrections are needed.

**All Documents**

Dates in heading and acknowledgment.

Complete acknowledgment of all persons signing.

All signatures must be original ink.

All pages of documents present.

Exhibits attached as stated.

Complete legal description.

Legible notary stamp.

Notary venue complete

(State of \_\_\_\_\_ County of \_\_\_\_\_)

Drafted by name and address.

Correct Fees—MTG Reg tax,

Deed Tax, Recording Fees.

Mortgage/liens require marital status of grantors.

**Specific to Deeds**

Grantor (Seller) names and marital status in body and acknowledgment.

Completed CRV, PE20-A.

Signed and SSN's for Buyers & Sellers

Well Statement or Certificate.

(CRV submitted—Well Info Required)

Consideration statement, if applicable.

Deed Tax Included.

Tax Statement Name & Address.

Split?

Current taxes paid & Survey Included.

No Delinquent Taxes.

Must be paid before Transfer