

McLean County Recorder

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RECORDERS FEE SCHEDULE – NDCC 11-18-05.

NORTH DAKOTA RECORDING REQUIREMENTS:

- 1) Document must be an **original** or **certified** copy.
- 2) SIGNATURES:
 - a) All signatures must be ORIGINAL HANDWRITTEN signature and acknowledged by a notary.
- 3) NOTARY: Seal and Expiration Date must be original signature & stamp. And must be legible.
- 4) Adequate Legal Description. (per NDCC.)
- 5) Social Security Numbers must be **redacted** on the document.
- 6) DEEDS and Contracts for Deeds – Additional Requirements
 - a) Statement of Full Consideration and FCS must be Signed and Dated. (Exception: “Mineral Only” Deeds)
 - b) Post Office Address for Grantee(s)
 - c) All Taxes must be paid before the Auditor’s Office will transfer title. See statute for exceptions

NORTH DAKOTA RECORDING FEES:

- 1) Documents with 1-6 pages \$20
 7-25 pages \$65
 ****Pages over 25 are an additional \$3 per page****
- 2) Recording Space: Must provide a space at least a **3” margin on the top of the first page** for County Recorders’ recording information. If the required space is not provided an additional page will be added to the document and the correct fees will be assessed.
- 3) A font size equal to or greater than 10 point Calibri.
- 4) MARGIN Requirement: ONE (1) INCH on the Top, Bottom or Side on EACH Page
 No margin: \$10.00 Additional Fee.
- 5) Legal Land Descriptions per SECTION. One (1) – TEN (10) No fee
 Each Additional \$ 1.00 (per SECTION)
- 6) References: Previous recorded Document(s) Book/page or Document Number.
 - FIRST TEN reference no fee
 - Each Additional \$ 3.00 (per DOCUMENT REFERENCED)
- 7) SUBDIVISION/ADDITION PLATS (does not include OUTLOT PLATS)
 - 1-20 Lots \$20
 - 20+ Lots \$50
- 8) OUTLOT PLATS
 - Follow regular recording fees.
- 9) CORNER RECORDS
 - \$10 per document
- 10) BURIAL PERMITS
 - \$10 per document