

Houston County Recorder
304 S. Marshall Street Room 111
Caledonia MN 55921
Phone: (507) 725-5813
recorder@co.houston.mn.us

Date: _____

Recorder's Office signed a receipt: _____
(If this is checked, request the receipt back)

Mail: _____

E-Mail: _____
(\$2.00 / image)

Security Deposit: _____
(M.S. 386.78)

Payment Options:
Check: _____
Credit Card: _____
Contact this office with CC Information

Invoice: _____
(search will be released when
payment is received)

All checks should be made payable to: Houston County Recorder

Search requested:

- ____ Preliminary Abstract Continuation
- ____ Final Abstract Continuation
- ____ Original Abstract
- ____ 40 Year Stub Abstract
- ____ 40 Year Search – (uncertified) \$200.00 plus \$2.00 / page for copies and certificate fees
- ____ Abstractor's Check Cert \$100.00 plus \$2.00 / page for copies & cert fees (Starting date: _____)
- ____ Tract Search * (uncertified – no certificates) - \$75.00 plus \$2.00 per page (Starting date: _____)
- ____ (*Tract searches are limited to 1 PIN and will require only a minimal time frame)
- ____ Other (Please explain) Hourly search time rate (\$31.50 / hr) (1-hour minimum) plus \$2.00 per page

____ on the following described premises: _____
____ on the attached described premises

Anticipated closing date: _____

Current land owner: _____

The tax parcel ID number(s): _____

Request received from: _____

After completion forward the above to: _____

Invoice sent to: _____

Contact Person: _____
Telephone number: _____
E-mail address: _____

Instructions received from: _____
(Signature of person filling out this form)

Mary B. Betz

Houston County Recorder – Registrar of Titles

Abstract of Title – Vitals

304 South Marshall Street Rook 111

Caledonia, MN 55921

Phone (507) 725-5813

E-mail: recorder@co.houston.mn.us

www.co.houston.mn.us

Michelle L. Werner, Chief Deputy Kathlene M. Barnet, Deputy

Abstractor's Check Certificates, Tract Searches and Staff Time/Copies Search Policy

1. This office will try to get the above-described searches out as soon as possible, with an anticipated 5 business-day turnaround. (original abstracts, abstract continuations, 40-yr searches and staff time/copies searches are not included in the 5 business-day turnaround time).
2. All requests must include the name of the landowner, a starting date, a legal description, who to send the search to and who will be paying for the search.
3. An Abstractor's Check Certificate search will consist of all documents recorded (pertinent pages only) from starting date requested, on specified land. Certificates will include a State & Federal Tax Lien /Judgment Certificate, an Abstractor's Certificate and a Tax Certificate. The Tax Certificate will include the current year's taxes, delinquent taxes and assessments, if applicable.
4. A tract search will include deeds, open mortgages and all miscellaneous documents from the starting date forward on specified land (pertinent pages only). This search does not include certificates. A tract search is also limited to a 10-year search for each deeded legal description. We do not complete outside forms.
5. A staff time/copies search will be used for projects that require more than 10 years of search history. The search will be limited to the specific type of documents requested by the customer. These searches do not include certificates unless specifically requested (additional fees would apply for certificates). The hourly research fee is \$31.50 with a one-hour minimum required. The fee for copies is \$2.00 per page.
6. After the search is complete, an invoice will be prepared and emailed to the customer. Upon payment the search results will be released. These search results will be delivered via e-mail. Methods of payment are cash, check or credit card. There is an additional charge for the use of a credit card for payment. For search requests anticipated to be invoiced in excess of \$50.00, a \$100.00 deposit will be required.

Mary B. Betz
Houston County Recorder

Abstracting Fees – Effective September 26, 2023

Abstract Continuations/New Abstracts

Continuation Abstractor's Certificate	\$100.00
Original Abstractor's Certificate	\$100.00
Entries (typed)	10.00 per entry
Tax Lien Certificate (State & Federal)	5.00 per name
Judgment Certificate	5.00 per name
Tax Certificate (Auditor & Treasurer)	5.00 per parcel/per office
Zoning Entries	10.00 per entry
Exhibits	1.00 per page
Surveys (depends on size of survey)	
Postage	

Abstractor's Check Certificates (Certified)

Abstractor's Fee & certification	\$100.00
Tax Lien Certificate (State & Federal)	5.00 per name
Judgment Certificate	5.00 per name
Tax Certificate (Auditor & Treasurer)	5.00 per parcel/per office
Copies	2.00 per page
Postage	

Tract Search (Uncertified)

A tract search consists of deeds, open mortgages and all miscellaneous documents (pertinent pages only) recorded after the requested starting date (10-year time frame) on specified land. \$75.00 fee per each PIN searched.

Base Fee	\$75.00 per PIN
Copies	2.00 per page

Certificates not included unless specifically requested (additional fees pertain)

Staff Time/Copies Search (Uncertified)

A search that requires more than 10 years of search history. It will include specific documents (pertinent pages only) as requested by the customer.

Staff time	\$31.50 per hour (1-hour minimum)
Copies	2.00 per page

Certificates not included unless specifically requested (additional fees pertain)

40 Year Search (Uncertified)

Base Fee	\$200.00
Copies	\$ 2.00 per page
Tax Lien Certificate (State & Federal)	5.00 per name
Judgment Certificate	5.00 per name
Tax Certificate (Auditor & Treasurer)	5.00 per parcel/per office

HOUSTON COUNTY RECORDER'S OFFICE FEE SCHEDULE

**Checks should be made payable to:
Houston County Recorder**

REAL ESTATE

Real Estate Documents Recording Fee	\$46.00
Plat Recording Fee	\$56.00
Referencing more than 4 documents	\$10.00/reference after 4
Conforming copy	\$2.00
Deed Tax & Mortgage Registration Tax	See Treasurer's fees

ABSTRACTING FEES

Abstractor's Continuation Certificate	\$100.00
Abstractor's Original Certificate	\$100.00
40 year search (uncertified)	\$200.00 (plus copies)
Abstract Entry	\$10.00
Exhibit	\$1.00
Judgment Certificate	\$5.00/name
STL/FTL Certificate	\$5.00/name
Tax Certificate - per PIN each for Auditor & Treasurer	\$5.00 / per office

LANDSHARK

Initial Set-up Fee	\$50.00
Level I - includes 250 images per calendar month	\$50.00
Level II - includes 500 images per calendar month	\$100.00
Level III - includes 1,000 images per calendar month	\$200.00

REAL ESTATE SEARCHES, COPIES & CERTIFICATES

Real Estate research fee	\$31.50 - Minimum 1 hour
Tract Search	\$75.00 plus copies
Copies By Staff	\$2.00/page
E-mailed Copies	\$2.00/page
Digital Copies	\$2.00/page
Fax	\$5.00 1st page-\$2.00 after
Certified copy	\$10.00/document

HOUSTON COUNTY RECORDER'S OFFICE FEE SCHEDULE

<u>EXPEDITE FEE</u>	
Depending on time availability & request	\$50.00
<u>PASSPORT PHOTOS</u>	
Photos	\$25.00 (includes tax)
<u>VITALS-BIRTH</u>	
Birth Certificate (certified)	\$26.00
Additional Birth Certificate (certified)	\$19.00
Birth Certificate (non-certified)	\$13.00
Certificate of No Birth Record On File	\$16.00
<u>VITALS-DEATH</u>	
Death Certificate / Fetal Death Certificate (certified)	\$13.00
Additional Death Certificate (certified)	\$6.00
Death Certificate (non-certified)	\$13.00
Certificate of No Death Record On File	\$13.00
<u>GENEALOGY</u>	
Research Fee	\$31.50 - Minimum 1 hour
<u>MARRIAGE</u>	
License	\$115.00
Reduced Fee License	\$40.00
Reprint of Marriage License and Certificate	\$30.00
Marriage Certificate (certified)	\$9.00
Marriage Certificate Historical Correction	\$40.00
<u>ORDINATION PAPERS</u>	
Filing Fee	\$50.00
<u>NOTARY</u>	
Recording Fee	\$20.00
Notary Commission name / address change	\$20.00
Notary Certification	\$5.00
<u>EXTENDED HOURS</u>	
Staff Fee (if staff is available)	\$50.00 per hour