

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

- \_\_\_\_ 40 Year Search – (uncertified) \$200.00 plus \$2.00 / page for copies and certificate fees  
\_\_\_\_ 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 (\$36.20 / 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)

# Michelle L. Werner

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](mailto:recorder@co.houston.mn.us)

[www.co.houston.mn.us](http://www.co.houston.mn.us)

Amy G. Molling, Deputy

## **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. (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. 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.
4. 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 \$36.20 with a one-hour minimum required. The fee for copies is \$2.00 per page.
5. 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.

Michelle L. Werner  
Houston County Recorder

## **Abstracting Fees**

### **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 \$36.20 per hour (1-hour minimum)(1/1/2025)

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 Documents Recording Fee**

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

## **Search Fees**

40 year search (uncertified)	\$200.00 (plus copies)
Judgment Certificate	\$5.00/name
STL/FTL Certificate	\$5.00/name
Tax Certificate - per PIN each for Auditor & Treasurer	\$5.00 / per office

## **Landshark**

**(Fees effective 2/1/2024)**

Initial Set-up Fee	\$75.00
Level I - includes 250 images per calendar month	\$75.00
Level II - includes 500 images per calendar month	\$150.00
Level III - includes 1,000 images per calendar month	\$300.00

## **Real Estate Searches, Copies & Certificates**

Real Estate research fee	\$36.20 - 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

## **Expedite Fee**

Depending on time availability & request	\$50.00
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## **Passport Photos**

Photos	\$25.00 (includes tax)
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# HOUSTON COUNTY RECORDER'S OFFICE FEE SCHEDULE

<b><u>Vitals - Birth</u></b>	
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
<b><u>Vitals - Death</u></b>	
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
<b><u>Genealogy</u></b>	
Research Fee	\$36.20 - Minimum 1 hour
<b><u>Marriage</u></b>	
Marriage License	\$115.00
Reduced Fee Marriage License	\$40.00
Reprint of Marriage License and Certificate	\$30.00
Marriage Certificate (certified)	\$9.00
Marriage Certificate Historical Correction	\$40.00
<b><u>Ordination Papers</u></b>	
Filing Fee	\$50.00
<b><u>Notary</u></b>	
Recording Fee	\$20.00
Notary Commission name / address change	\$20.00
Notary Certification	\$5.00
<b><u>Extended Hours</u></b>	
Staff Fee (if staff is available)	\$50.00 per hour