

Recording Fees – Requirements

General Requirements:

- \$20 for documents with one (1) to six (6) pages
- \$65 for documents with seven (7) to twenty-five (25) pages
- \$3 per page for any additional page over 25 pages
- All documents must have a 3" margin across the top of the first page for recording information
 - NDCC 11-18-05.1a(4) "A space of at least three inches [7.62 centimeters] must be provided across the top of the first page of each instrument for the recorder's recording information. If a space of at least three inches [7.62 centimeters] is not provided across the top of the first page, the recorder shall add a page, and an additional page charge must be levied in accordance with the fee structure."
 - Submitters can add a cover page with the title of the document at least three inches from the top of the page and this will serve as the first page. This would ensure the submitter knows exactly how many pages will be counted
 - If the recorder must add a page and a 6-page document results in 7 pages, the \$65 fee will be charged
 - If the recorder adds a page to a 25 or more page document, the additional \$3 per page will be assessed
- Documents must have a 1-inch margin at either the top, bottom, or side of each page. If not available, an additional \$10 fee will be charged
- Documents that satisfy, release, assign, subordinate, continue, amend, or extend, will have an additional \$3 fee for each document number (book/page) after the first 10 related document numbers are referenced
- Documents containing section, township, range legal descriptions will be charged an additional \$1 fee for each section listed after the first 10 sections

Plats

- Subdivision plat fee for lots 1-20 is \$20; over 20 lots is \$50

FILED documents:

- \$10 filing fee
- Original documents that are stored in our office
 - Corner Monument Records
 - Burial Permits
 - Wills for safekeeping

Copy Request fees

- \$1 per page
- \$3 fee to Email or Fax a recorded document
- For a certified copy, \$5 for the first page & \$2 for each additional page

We accept cash, check, and credit card for payment

NDCC 11-18-02.2

Only 1 of 2 statements for consideration will be accepted on a deed. Pick the appropriate statement below & type it IN FULL on your deed.

1.) I certify that the full consideration paid for the property described in this deed is
\$_____.

Dated: _____ Signed: _____
Grantee or Agent

2.) I certify that the requirement for a report or statement of full consideration paid does not apply because this deed is for one of the transactions exempted by subdivision _____ of N.D.C.C. Section 11-18-02.2(6).

Dated: _____ Signed: _____
Grantee or Agent

If you choose #2 you will have to pick one of the following and put the letter in the blank.

- A. Property owned or used by public utilities.
- B. Property classified as personal property.
- C. A sale when the grantor and the grantee are of the same family or corporate affiliate, if known.
- D. A sale which resulted as a settlement of an estate.
- E. All forced sales, mortgage foreclosures, and tax sales.
- F. All sales to or from religious, charitable, or nonprofit organizations.
- G. All sales when there is an indicated change of use by the new owners.
- H. All transfer of ownership of property for which is given a quitclaim deed.
- I. Sales of property not assessable by law.
- J. A transfer that is pursuant to a judgment.