



Contact Us

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pub.recorder@popecountymn.gov
www.popecountymn.gov

Sarah Green
Pope County Recorder
Registrar of Titles

Johanna Henke
Deputy Recorder II

Lisa Meyer
Deputy Recorder I

The Recorder

December 2023

Observed Holidays – County Offices Closed

County offices will be closed on the following dates:

- Monday, December 25, 2023
- Monday, January 1, 2024
- Monday, January 15, 2024

Reminder – The last day to record documents for 2023 will be Friday, December 29th.

Swift – E-Return of paper document recordings

Swift allows us to email the submitter a PDF image of the paper documents

The Pope County Recorder's Office has a service called SWIFT; in which, allows us to email the submitter a PDF image of the paper recorded and rejected documents.

The paper documents will be returned to the submitter weekly. Please contact the Recorder's office for more information.

Transfer of ownership of parcels or subdividing land

Key information regarding transferring of ownership or subdividing land in Pope Co.

1. As of May, 2019, a Septic System Disclosure and Transfer Agreement form must be completed and submitted to the Land & Resource Management Department before the recording of any sale or property transfers.
2. In April of 2021, The Pope County Board of Commissioners took action to choose to be governed by the provisions of M.S. Chapter 272.162 regarding the transfer of deeds or other instruments conveying parcel(s) of land. Essentially, what this means is that the Recorder's Office will verify with the Land & Resource Management Office that either they or the Board has reviewed and approved of any splits or subdivision of land prior to the recording of any such document(s).

Making sure that a property owner has taken care of these requirements prior to scheduling of a closing often results in smoother transfers.



POPECOUNTY
MINNESOTA

Contact Us

www.popecountymn.gov

Assessor

320-634-7715

pub.assessor@popecountymn.gov

Auditor/Treasurer

320-634-7706

Land & Resource Mgmt.

320-634-7791

pub.lrm@popecountymn.gov

Important Links:

e-CRV

<https://www.revenue.state.mn.us/electronic-certificate-real-estate-value-ecrv>

e-Well Disclosure

Certificates:

<https://www.health.state.mn.us/communities/environment/water/wells/index.html>

MN Uniform

Conveyancing Blanks

<https://mn.gov/commerce/businesses/real-estate/forms.jsp>

Important Property Tax Homestead Notice

Key information Regarding Applying for Homestead for your Customers

This will affect your Payable 2024 property taxes and eligibility for Property Tax Refund.

Have you purchased or moved into a property in the past year?

Contact your County Assessor to file a homestead application if you or a qualifying relative occupy the property as a homestead on or before December 31, 2023.

What is a qualifying relative?

Qualifying relatives for both agricultural and residential homestead include: parent, stepparent, child, stepchild, grandparent, grandchild, brother, sister, uncle aunt, nephew, or niece of the owner, by blood or marriage.

When do I apply?

You must apply on or before December 31, 2023

Once homestead is granted, annual applications are not necessary unless they are requested by the County Assessor.

Contact the County Assessor's office by December 31, 2023 if the use of the property you own or occupy as a qualifying relative has changed during the past year.

If you sell, move, or for any reason no longer qualify for the homestead classification, you are required to notify the County Assessor within 30 days of the change in homestead status.

Pope County Assessor

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Glenwood, MN 56334

320-634-7715

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