Clay County Recorder
Online Real Estate Records - Laredo

Accessible Records in Laredo:
Grantor/Grantee index starting 1/1/1987-Torrens Complete *
Improved Tract index starting 05/01/1996 (doc #491173/Torrens complete) *
Tax parcel ID #'s on deeds starting 08/27/1996 *
Tax parcel ID #'s on all docs starting 08/16/1999 (doc #527529/Torrens #T001763)*

*Indexing information may be found when searching prior to these dates. The information is provided only as a reference and has not been verified.

Search Tips:

Party Name Searches:
Individual: Last Name, First Name MI
Business: Data entered as they appear on the document

Search Group:
AA Transfers: Lists all documents that transfers title to the property
"AA" followed by a doc type is a search for multiple document types

Reference Number Field: not used

Parcel ID: Enter the parcel and click "Add" Format: 22.333.4444
*Can do wild card searches to search by township or city. Ex. Glyndon, enter 55 in the PIN and select wildcard before clicking add.

Subdivision: Must choose from the list

Tract: Enter section, township, and range. Click add. Country legal documents only go down to 40 acres

Cities Starting Parcel Numbers:

50	Barnesville	51	Comstock	52	Dilworth
53	Felton	54	Georgetown	55	Glyndon
56	Hawley	57	Hitterdal	58	Moorhead
59	Sabin	60	Ulen		

Townships Starting Parcel Numbers:

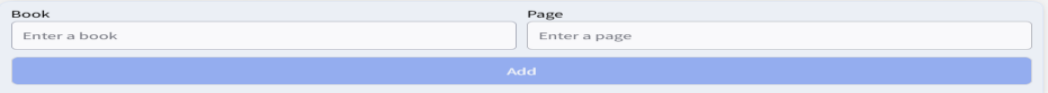
01	Alliance (137-47)	02	Barnesville (137-46)	03	Cromwell (140-45)
04	Eglon (139-44)	05	Elkton (138-46)	06	Elmwood (138-47)
07	Felton (142-46)	08	Flowing (141-46)	09	Georgetown (142-48/49)
10	Glyndon (139-47)	11	Goose Prairie (141-44)	12	Hagen (142-45)
13	Hawley (139-45)	14	Highland Grove (140-44)	15	Holy Cross (137-48/49)
16	Humboldt (137-45)	17	Keene (141-45)	18	Kragnes (141-48/49)
19	Kurtz (138-48/49)	20	Moland (140-47)	21	Moorhead (139-48/49)
22	Morken (141-47)	23	Oakport (140-48/49)	24	Parke (138-44)
25	Riverton (139-46)	26	Skree (138-45)	27	Spring Prairie (140-46)
28	Tansem (137-44)	29	Ulen (142-44)	30	Viding (142-47)

Searching Historical Documents

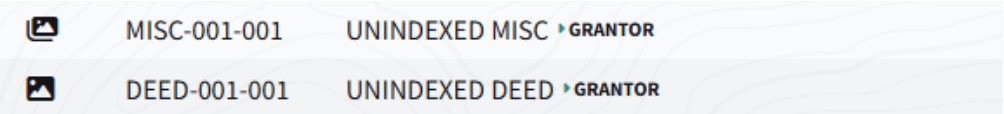
Deed & Miscellaneous Documents are all loaded into Laredo to search by Book/Page. Documents are not indexed with document type, party name or legal description at this time.

How to search:
If recording information is known (Deed Book 1, page 1 or Misc Book 1, Page 1)

Enter Book # and Page # into the Book & Page Fields
Click on Add



Run Search
Search Results will appear:

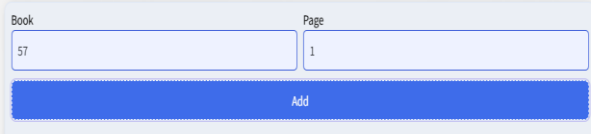


Multiple documents may appear if different series of books have the same book/page
The document number will show if it belongs to the deed, or misc. series of books
Click on the document number to view the image

Mortgage Documents are all loaded into Laredo to search by the entire mortgage book. Documents are not indexed with document type, party name or legal description.

How to search:
If recording information is known (MTG Book 57, Page 119)

Enter Book # and *Page 1* into the Book & Page Field
Click on Add
Run Search
Search Results will appear
Click on "unindexed mortgage" Doc #
Mortgage book will open, use "Go To" search feature on the right to jump to page 119
Verify you have the correct page, by viewing page number in the upper corner of the doc



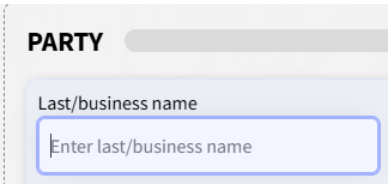
If recording information is not known:

A search of the old tract indexes will be necessary to find the recording information.

Searching historical tract indexes

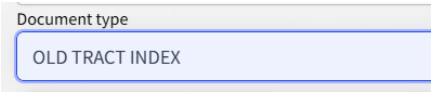
Tract book pages contain an index indicating the document type and recording information.

<u>If Platted</u>:



Enter subdivision name in the Last/business name field, Click Add

In the Document Type box, Choose OLD TRACT INDEX
Run Search



Search Results will appear, Click on the Image Button to view
Use navigation on right side to advance pages

<u>If un-platted (metes and bound):</u>

Multiple sets of tract books existed for metes and bound descriptions. Each section has all the merged books put together in one document. Search by entering information into the document number field in the following format:

TRACT-SS-TTT-RR
(S=Section #, T=Township, R=Range)

For example, to search section 1 in Hawley Township, enter TRACT-01-139-45 into the document number field

Power of Attorney/BOND/Mechanic Lien Documents

Loaded by book into Laredo

Search by the document number from the chart
Click on Find, Double Click on Document #
POA/BOND/Mechanic Lien Book will open
Use “Go To” search feature on the right to find the page

Book	Doc #
POA Book A	POA-00A
POA Book B	POA-00B
POA Book C	POA-00C
POA Book D	POA-00D
POA Book E	POA-00E
POA Book F	POA-00F

Book	Doc #
BOND Book A	BOND-00A
BOND Book B	BOND-00B
BOND Book C	BOND-00C
BOND Book D	BOND-00D
BOND Book E	BOND-00E

Book	Doc #
ML Book A	ML-00A
ML Book B	ML-00B
ML Book C	ML-00C
ML Book D	ML-00D
ML Book E	ML-00E
ML Book F	ML-00F
ML Book G	ML-00G
ML Book H	ML-00H
ML Book J	ML-00J
ML Book K	ML-00K

Tax Deed Book

Search by Document Number “deed-tax-001” The entire book was scanned as one document, so then navigate to the page needed.

Grantor/Grantee Index Books

Index Books				
General Index Grantee	GEIND1902-36-A, B, C			
General Index Grantor	GRIND1902-36-A, B, C			
Index to Miscellaneous Grantee	MISCGEIND1902-36-A	MIGEIN-1874-88-ADKEY		
Index to Miscellaneous Grantor	MISCGRIND1902-36-A	MIGRIN-1874-88-ADKEY		
Index to Deeds Grantor	DEGRIND1902-36-A, B, C			
Index to Deeds Grantee	DEGEIDD1814-32-A	GEIDX1922-26-AA-AD	GEIDX1922-26-A-KEY	GEIDX1922-26-A-9
Reception Books	RECIND1901-04-A, B, C			
Index to Mortgages	MTGIND1936-88-A			
Index to Affidavits	AFFIND			
Abstract Original Entries	ABORIGINAL			
Abstract Lands	TR01-140-44			
Tract Index Lands	TR01-140-44			

Indexing Examples

- **Estate Documents**: Entered by the name of the estate.
  For example: Doe, John A Estate.
- **Trust Documents**: Entered by the name of the trust two separate ways.
  For example: John A Doe Revocable Living Trust or Doe, John A Trust.
- **State Names**: When a party name begins with a state name, the state name is spelled out.
  For example: Minnesota Professional Services Inc.
  - When a state name is included in a party name but is not the first word, the 2 letter state abbreviation was used.
    For example: Professional Services Of Mn Inc.
- **City Names**: Entered using the city name followed by the word 'city.'
  For example: Moorhead City.
- Name Containing a Number: Entered as stated on the document.
  For example: A-1 Professional Services Corp (enter as is) or A-One Professional Services Corp (enter as is).
- **Comma**: A comma is always used after a last name and in no other location.
- **Dash or Apostrophe**: If a dash or apostrophe is used in a name, it is entered as stated on the document.
  For example: A-1 Professional Services Corp (enter as is) or Doe's Services (enter as is).
- **Subdivision with Lot, Block and Outlot**: If unsure of the subdivision name, type in the first 2 letters of the subdivision and hit Tab. A drop down table of subdivisions beginning with the letters entered will appear. Select the one you wish to search. When all information is entered, click on Add and Find. If the subdivision table doesn't include the subdivision, try entering only the first letter. Such as "J" for J W Nye 1st Add.
  - Subdivision names are entered as presented in most cases: Arnold F Millers Add (enter "AR" and Tab) or Original Moorhead (enter "OR" and Tab). A list of all original townsites will be listed.
    - The Auditor's Outlot list is large and is accessed by entering the city or township name first. Enter the first 2 letters of the city or township name to view a list of all outlots in that city or township.
    - Original Barnesville is a replat of Miller & McMasters (Miller & McMasters is not available in the drop down list because docs are no longer tracted to those lots and blocks). Enter "OR" and Tab.
    - Original Ulen is actually Aslesans 1st Add. Enter "AS" and Tab.

<u>Past</u> Abbreviations Used

- A: Acres
- Assn: Association
- &: And
- Auth: Authority
- Beg: Beginning
- Bldg: Building
- Cl: Circle
- Co: Company
- Coop: Cooperative
- Const: Construction
- Cor: Corner
- Corp: Corporation
- Cr Un: Credit Union
- Devel: Development
- Ex: Except
- Fr: Fractional
- Ft: Feet
- Inc: Incorporated
- Ind: Industrial
- Ins: Insurance
- Invest: Investment
- Ltd: Limited
- Pt: Part
- Pts: Parts
- Ptrshp: Partnership
- Riv: River
- RR: Railroad
- R/W: Right of Way
- Serv: Services