



Patty Thompson, Recorder  
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Rachel Kechane, Deputy

## Golden Valley County

150 1<sup>st</sup> Ave. SE  
Beach, ND 58621

701-872-3713 - phone  
701-872-4383 - fax

Office Hours - Monday - Friday  
8:00 am - 4:00 pm  
We are closed most major holidays and weekends.

### **PRE-RECORDING CHECKLIST**

1. Document must be an original or certified copy.
2. All dates filled in.
3. Adequate county legal description.
4. All signatures must be original handwritten.
5. Acknowledgment(s):
  - Acknowledgments for all signatures
  - Notary Seal(s) (ND notary seal must be surrounded by a border.)
  - State filled in.
  - County filled in.
  - Date of acknowledgements filled in.
  - Name(s) of all individuals signing appear in the acknowledgement (as having appeared before notary.)
  - Expiration date of notary's commission.
  - ND notary's place of notarization was in North Dakota (ND Notary's Notaries act outside of ND)

### **DEEDS - ADDITIONAL REQUIREMENTS**

1. Statements of full consideration (not required on a deed covering mineral interest only.)
2. All real estate taxes must be paid before any deed can be recorded.
3. Post Office address for grantee(s).
4. Name and address of Drafter of legal description on deed or contract for deed, executed on or after 01/01/2000 that contains a metes and bounds legal description (NDCC 4719) in the form of "this legal description was prepared by (name) (address)" or a statement that reads "The legal description was obtained from a previously recorded document."

### **MORTGAGES - ADDITIONAL REQUIREMENTS**

1. Post office address of the mortgagee(s)
2. Post office address of the Assignee(s) on assignments of mortgages.

### **UCC/CNS Uniform Commercial codes Financing Central Notice System**

The county recorder's statewide computer service links all 53 counties and the Secretary of State's office. The UCC/CNS statewide system provides a secure, expedient and accurate method to process, store and retrieve personal property liens from both debtors and secured parties.