

# HENNEPIN COUNTY

## MINNESOTA

## Transfer on Death Deed (TODD)

A transfer on death deed (TODD) is accepted for filing as a memorial and does not transfer any interest in the property until all grantor owners are deceased. When all grantor owners are deceased, obtain and complete the necessary documents and record the documents with the Registrar of Titles. [Examiner approval will happen as part of the recording process.](#)

### Step 1.

Obtain a certified copy of the death certificate for each grantor/owner.

### Step 2.

Obtain a clearance certificate for property in Hennepin County:

- Complete the application form ([DHS-5893](#)), and mail the application form to:  

Hennepin County Human Services–Estate Recovery  
300 South Sixth Street, Suite A-150, MC150  
Minneapolis, MN 55487
- **Note:** If the clearance certificate shows money owed, a claim or lien will be carried forward to subsequent certificates of title until there is a court order removing it, or the claim is resolved, and the County provides a Release of Lien for the owners to record with the Registrar of Titles. Contact Hennepin County Human Services–Estate Recovery to settle the debt and request the Release of Lien.

### Step 3.

Obtain and complete an [affidavit of identity and survivorship form](#).

**Note:** The affidavit should be made by a grantee beneficiary, and if not, must contain additional statements of how the person making it has personal knowledge of the statements made in the affidavit.

### Step 4.

Record the following documents with the Registrar of Titles:

- A completed affidavit of identity and survivorship (UCB Form [50.2.3](#); Minn. Stat. § [507.071](#), subd. 20),
- A certified copy of death certificate for each grantor/owner (Minn. Stat. § [507.071](#), subd. 20), and
- A clearance certificate, signed by the county representative, for each grantor/owner (UCB Form [10.8.9](#); Minn. Stat. § [507.071](#), subd. 23).

**Which can all be recorded as one combined document. A \$46 recording fee is due at the time the documents are submitted for recording.**

## Contacts

### Registrar of Titles

300 South 6<sup>th</sup> Street, MC-074  
Minneapolis, MN 55487  
Office: 612-348-5139  
[Recordinginfo@hennepin.us](mailto:Recordinginfo@hennepin.us)

[Real estate recording information | Hennepin County](#)

### Estate Recovery

For questions pertaining to the application form or clearance certificate, please call 612-596-0674 or email [estate.recovery@hennepin.us](mailto:estate.recovery@hennepin.us).

### Examiner of Titles

300 South 6<sup>th</sup> Street, MC-071  
Minneapolis, MN 55487  
Office: 612-348-3191  
[Ex.Titles@hennepin.us](mailto:Ex.Titles@hennepin.us)

## Website

[hennepin.us](http://hennepin.us)