



## Hennepin County

Taxpayer Services Department  
County Recorder/Registrar of Titles  
A-500 Government Center  
300 South Sixth Street  
Minneapolis MN 55487

[ts.recordease.support@co.hennepin.mn.us](mailto:ts.recordease.support@co.hennepin.mn.us)

Greetings!

Thank you for your interest in our new online land records system for searching property information in Hennepin County. By subscribing to our service, you will have access to Hennepin County land records without having to visit our physical location. This is first time that both recorded documents and certificates of title will be available for viewing and downloading outside the County offices.

To subscribe to this service you **must** do and complete the following;

1. On page one of the agreement, in the highlighted area, **type** in your company name & address. If you are a **corporation**, you **must** be registered with the Minnesota Secretary of State to do business in Minnesota. You **must** indicate the name of your organization, **exactly** as it is registered with the Secretary of State.
2. On page ten, section J in the highlighted area, **type** in your contact information.
3. Print **2** copies of the agreement.
4. Sign & date both copies. **The agreement must be signed by a company officer who has the authority to bind your organization to this agreement.** All signatures **must** be original. We **will not** accept photocopied, scanned, or stamped signatures.
5. Mail both signed agreements. In addition, along with the agreements, please return the customer information form listing all relevant contact information, including the number of user IDs you will need and the name of each individual attached to each ID. Send to;

**Hennepin County Public Records  
Attn: Debbie Marquis  
A-500 Government Center  
300 South Sixth Street  
Minneapolis, MN 55487**

Upon receiving your signed agreement and customer information sheet, we will process your request. Once your request has been approved we will contact you via email with your user ID(s) and password(s). In addition, the email will contain hardware/software requirements for using the system. The website itself will contain user guides and tip sheets for using this service.

We look forward to working together with our business partners and will do all we can to provide expanded access to our information. If you have any questions don't hesitate to contact us. Please direct all inquiries to [TS.RecordEase.Support@co.hennepin.mn.us](mailto:TS.RecordEase.Support@co.hennepin.mn.us)