HENNEPIN COUNTY PARCEL DIVISION OR COMBINATION OWNER REQUEST FORM

Parcel Identification and Platting Supervisor
Resident and Real Estate Services
A-500 Government Center
Minneapolis, MN 55487-0060

Email: RRES.PropertyIDandPlats@Hennepin.us
Telephone: 612-348-3271

DATE:_____

I hereby make a request for a (separate/combined) assessment on the following described land:

I.D. No. _____ I.D. No. _____

I.D. No. _____ I.D. No. _____

I.D. No. _____ I.D. No. _____

(For additional I.D. No's add an attachment)

Remarks:_____

_____

City of_____
For _____Tax Year

Signature of Fee Owner _____

Address _____

_____

Telephone #_____

Mail Tax Statements to:

_____

_____

_____

NOTE: It is important to keep all lenders or mortgagees aware that you are dividing or combining real property. Consult your mortgage company as to whether or not they need to issue an amendment to, or a partial release of, any mortgage or other encumbrance of the affected real property as a foreclosure of the affected real property can undo any previously approved division or combination.

- All taxes for the current year and any delinquent taxes must be paid for the entirety of the existing tax parcel before the property can be divided or sold off (MN statute § 272.121).
- As a general policy, Hennepin County does not combine tax parcels that cross streets unless the street is vacated and assumed to be owned by the adjoining tax parcel owner
- Unique Taxing Areas (UTA) such as City, Water, Sewer, School, and Tax Increment Financing (TIF) districts must be considered when a request for a division or combination of tax parcels is submitted
- Hennepin will create tax parcels that contain Abstract, Torrens, Platted and unplatted lands
- A tax parcel can contain multiple plats and multiple sections in any township and range as long as each tax parcel are located in the same UTA(s)
- A tax parcel would normally represent parcels of land that would be expected to be sold to and held by the same or future owner
- Do not combine properties if there is a possibility an existing parcel may later be divided off and sold
- The City in which the land being divided is situated, may refuse a future divisions or could place other conditions on granting said division
- For a Torrens parcel division or combination, the Parcel Identification and Platting group (PIP) will review and issue a verbal or email approval on behalf of the Registrar of Titles (see § 508.47)

Division scenarios:

Current year taxes (and any delinquent taxes) must be paid before a portion of a tax parcel can be sold or transferred, and before a tax parcel division can be initiated (§ 272.121).

What else is required to initiate a tax parcel division?

a) Transfer document signed by the owner(s) causing a tax parcel split
   Required: City approval or notice that City approval is not required
b) Division/combination request form submitted by property owner
   Required: City approval or notice that City approval is not required
c) City resolution (or other document given by the city) approving division or notice that City approval is not required
   One of the following required before division or combination will be initiated:
   a. Transfer document signed by the owner(s) causing a tax parcel split
   b. Division/combination request form submitted by property owner

Combination scenarios:

Current year taxes (and any delinquent taxes) must be paid before a portion of a tax parcel can be sold or transferred, and before a tax parcel division can be initiated (§ 272.121).

What else is required to initiate a tax parcel combination?

a) Transfer document signed by the owner(s) causing a tax parcel split - land being transferred is being deeded to the owner of a neighboring tax parcel
   Required: Completed division/combination request form submitted by the neighboring property owner <u>and</u> City approval or notice that City approval is not required.
b) Transfer document containing multiple tax parcels
   Required: Completed division/combination request form submitted by the new property owner <u>and</u> City approval or notice that City approval is not required.
c) Division/combination request form submitted by property owner
   Required: City approval or notice that City approval is not required.
d) City resolution (or other document given by the city) approving combination or notice that City approval is not required
   Required: Completed property owner request form.