

## GENERAL RECORDING REQUIREMENTS

1. Signatures must be **original** and names must be typed, stamped or printed beneath all written signatures. MCLA 565.201 Sec. 1(a)(e).
2. No discrepancy in the names shall exist between the printed names of such person, as appears either in the body of the instrument, the signature, the acknowledgment or jurat. MCLA 565.201 Sec 1(b).
3. The addresses of all parties must appear on any instrument by which title to any interest therein is conveyed, assigned, encumbered or otherwise disposed of. MCLA 565.201 Sec 1(a)(f).
4. The name and address of the person who **drafted** the document must appear on documents executed in Michigan. MCLA 565.201A, 565.203
5. Documents purporting to convey or encumber real estate executed in Michigan must have an acknowledgment by a Notary Public. MCLA 565.8
6. A certified copy of the death certificate or proof of death must be recorded when the instrument of conveyance states "survivor" in the grantor's section. MCLA 565.48
7. Court orders must be **certified and sealed** by the Clerk of the Court to be eligible for recording. MCLA 565.401, 565.411
8. The document submitted for recording must be legible. MCLA 565.201 Sec. 1(g)(iii).
9. Documents must have a margin unprinted space at least 2 ½ inches at the top of the first page and at least ½ inch on all remaining sides of each page. MCLA 565.201 Sec 1(h)(i).
10. Documents must display on the first line print of the first page, a single statement identifying the recordable event that the instrument evidences. MCLA 565.201 Sec 1(h)(ii); 565.201 Sec 3.
11. The type on the form must be printed with black ink, type size at least 10 pt type. MCLA 565.201 Sec 1(h)(iii)(iv)
12. The paper on which the document is printed must be white and not less than 20-pound weight. MCLA 565.201 Sec 1(h)(iv).
13. The size of the document and any attachment thereto must be at least 8 ½ inches by 11 inches; at most 8 ½ inches by 14 inches. MCLA 565.201 Sec. 1(h)(v)(vi).

Please note that if recording requirements are met your document will be recorded and is not guaranteed otherwise. If you are unsure as to how to draft a recording document please seek legal advice from an attorney or title company.

Recording fees are \$30.00 per document.

A \$5.00 tax certification fee will be charged on all Warranty Deeds or any deed which includes the term Warrant in it.

Property Transfer tax will be charged if monies are being exchanged between the Grantor and Grantee.