



MICHIGAN RECORDING REQUIREMENTS

Signatures must be **original** and names must be typed, stamped or printed beneath all written signatures. MCLA 565.201 Sec. 1 (a)(c)

No discrepancy in the names shall exist between printed names in the notary acknowledgement and as printed beneath signatures. MCLA 565.201 Sec. 1 (b)

Instruments conveying or mortgaging property shall state the marital status of all male grantors/mortgagors. MCLA 565.221

Address of the grantees in each deed of conveyance or assignment of real estate shall contain the street number address or post office address. MCLA 565.201 Sec. 1 (d)

The name and address of the **person** who drafted the document must appear on documents. MCLA 565.201a

Documents purporting to convey or encumber real estate executed in Michigan require an acknowledgment by a judge, clerk of a court of record or a notary public within this state. MCLA 565.8; form: MCLA 565.265; 565.267

A certified copy of the death certificate or proof of death must be recorded or have been recorded and referenced by Liber and Page on said document when "survivor" is indicated on the document. MCLA 565.48

Court orders must be **certified** and **sealed** by the clerk of the court. MCLA 565.401, 565.411

The document submitted for recording must be: Legible, black ink, printed or typed (size 10 point), white 20lb paper, with a minimum blank margin of 2 ½" at the top of the first page and a minimum ½" on all other margins. First line of print on first page must also have a single statement identifying the single recordable event the instrument evidences. Paper size must be minimally 8 ½" x 11" and not larger than 8 ½" x 14" MCLA 565.201 Sec. 1 (e)(f) and Sec. 3

Total value of the real property must be stated on the face of the document or a real estate valuation affidavit disclosing the total consideration shall be filed at the time an instrument is presented for recording. MCLA 207.504, 207.525

Transfer tax shall be collected on the total value of the land being transferred unless exempt from either or both acts; the exemption(s) must be stated on the instrument. MCLA 207.511, exemptions; MCLA 207.505; State: MCLA 207.533, exemptions: MCLA 207.526

Date must appear on the document and in the acknowledgement. MCLA 565.151, 565.154; 565.267