

Recording Requirements

1. Signatures must be original and names must be typed, stamped or printed beneath all written signatures. MCLA 565.201
2. No discrepancy shall exist between names printed in the notary acknowledgement and as printed beneath signatures. MCLA 565.201 Sec.1(b)
3. Instruments conveying or mortgaging any interest in real estate shall state the marital status of all male grantors or mortgagors. MCLA 565.221
4. The name and address of the grantee must appear on instruments that convey or encumber real estate. MCLA 565.201
5. The name and address of the person who drafted the document must appear on all documents. MCLA 565.201a, 565.203
6. Documents purporting to convey encumber real estate executed in Michigan must have an acknowledgement by a notary public, judge, or clerk of the court of record. Instruments conveying land or interest in land executed in Michigan acknowledged by a notary shall include the public acknowledgement with signature, county/state of certification, name of party(ies) being acknowledged and commission expiration date of the notary, as well as state and county where the document was executed. MCLA 565.8, 565.47, form 565.265, 565.267
7. A notary seal is required for out-of-state notaries.
8. A certified copy of the death certificate must be recorded with the instrument if conveyance states "survivor of" in the grantor's section, or shall show by Liber and Page reference that the death certificate has been recorded in the Register of Deeds office. MCLA 565.48
9. Court orders must be certified and sealed by the clerk of the court to be eligible for recording. MCLA 565.401, 565.411
10. The document submitted for recording must be legible. MCLA 565.201 (g) (iii)
11. Documents executed in the State of Michigan after April 1, 1997, must have a margin of unprinted space at least 2 1/2 inches at the top of the first page and at least 1/2 inch on all remaining sides of each page. Exemptions to this include certified documents, surveys and land corners.
12. Documents must display on the first line of print on the first page, a single statement identifying the recordable event that the instrument evidences. MCLA 565.201
13. The type on the form must be printed with black ink; type size at least 10-point type. MCLA 565.201

14. The paper on which the document is printed must be white and not less than 20 pound weight. MCLA 565.201

15. Paper size must be at least 8 1/2 inches by 11 inches; at most 8 1/2 inches by 14 inches. MCLA 565.201

16. All Warranty Deeds, Land Contracts, or an Assignment thereof, or any Deed that contains a covenant of Warranty must have a Tax Certification from the County Treasurer's office.

17. Total consideration of real property must be stated on the face of the document. The phrase "other good and valuable consideration" is only allowed if an affidavit is submitted. MCLA 207.504, 207.525

18. A complete legal description of the property is required.

19. Only the last four digits of a social security number can appear on a document for recording. Exception: unless state or federal law, rule, regulation or court order or rule requires that all or more than 4 sequential digits appear in the instrument, such as death certificate, certified court order.

20. If re-recording an original document, an affidavit is required regarding the correction.

Fee Schedule

Effective March 30, 2003
Revised July 1, 2015

Please do not staple checks to the documents.

For entering and recording any deed, mortgage, certified copy, lis pendens, or other:

Recording Fee	\$10.00
State Survey and Remonumentation Fee	4.00
Total for First Page	\$14.00
Each additional page	3.00

Warranty deeds, land contracts or an assignment thereof, or deeds that contain a Covenant of WARRANTY must have a tax certification from the County Treasurer's Office. The charge for this service is \$5.00 and may be included in your check to the Register of Deeds.

For any document that assigns or discharges more than one instrument a \$3.00 fee shall be added for each instrument so assigned or discharged.

Copies and Searches

Copy, real estate records per page	\$1.00
Copy, UCC filing per page	2.00
Copy, State Tax Lien per page	1.00
Copy, Federal Tax Lien per page	1.00
Copy, Plat of record (set by County)	5.00
Fax Fee	5.00
Certification of any of the above copies	\$1.00
Searching the records and files - per name:	
Grantor/Grantee Search* \$.50 per year with a minimum fee of	\$5.00
State Tax Lien Search Certificate Per name	3.00
Federal Tax Lien Search Certificate Per name	3.00
Financing Statement search certificate	
1 Debtor Name	6.00
Termination of UCC	\$15.00
Termination of Fixture Filing	15.00
Fixture Filings	15.00

Finance Statements are now filed with the State of Michigan only.

* Searches are performed as time permits.

Registers have no authority to conduct searches of real property. They are empowered to locate a single document, but there is no law which requires them to search and make a listing of any recorded instruments.