

## RECORDING REQUIREMENTS

All documents must have ORIGINAL signatures. Names must be typed, stamped or legibly printed beneath the original signature or mark of each signer. Signature or mark must be in black or dark blue ink. MCL 565.201(1)(a)

No discrepancy shall exist between the name of each person as printed, typed or stamped beneath their signature and name as recited by the notary's acknowledgment/jurat. MCL 565.201(1)(b)

Documents purporting to convey or encumber real estate executed in Michigan must be acknowledged by a notary public, judge or clerk of a court of record. Instruments conveying land or interest in land executed in Michigan and acknowledged by a notary public shall include the notary's signature, county and state of commission, commission expiration date, name of the party(ies) being acknowledged and state and county where the document was executed. MCL 565.8, MCL 565.47; form: MCL 565.265, MCL 565.267

The commissioned name of any notary public whose signature appears on the instrument must be legibly printed or stamped on the same page and near the signature of the notary for each acknowledgment that appears on the document. MCL 565.201(1)(c)

The address of each of the grantees in a deed of conveyance or assignment of real estate, including street number address or post office address, is legibly present on the instrument. MCL 565.201(1)(d)

Name and address of the person who drafted the instrument must appear on documents executed after January 1, 1964. MCL 565.201(1)(i)

Documents must display on the first line of print on the first page, a single statement identifying the recordable event that the document evidences. MCL 565.201(1)(j)(ii)

Instruments shall not purport to evidence more than one recordable event. MCL 565.201(3); MCL 565.201(2)

Documents submitted for recording must be legibly printed in black ink, on white paper not less than 20lb weight and must have a type size no smaller than 10 point. The top margin must be a blank space of at least 2½" for the first page of the document and ½" for all other margins. MCL 565.201(1)(f)(i-iv), MCL 565.201(2)

The size of the document and any attachment must be at least 8½" by 11" and no larger than 8½" by 14". MCL 565.201(1)(f)(v-vi)

A certified copy of the death certificate or proof of death must be recorded as a separate document and referenced by Liber & Page on said document when "survivor" is indicated. MCL 565.48

Trust documents must be recorded as a separate document if it accompanies another document for recording. MCL 565.434

Court orders must be certified and sealed (raised seal) by the clerk of the court. MCL 565.401, MCL 565.411

Unless required by state or federal law, no more than 4 sequential digits of any social security number may appear on a recorded instrument. MCL 565.201(1)(g)

Documents must include the date the instrument is signed, sealed and acknowledged by the grantor. MCL 565.151, MCL 565.154, MCL 565.267

Fees are due upon recording. MCL 600.2567(1)(a), MCL 600.2567(2)

The total value of real property must be stated on the face of the document or a real estate transfer tax valuation affidavit must be attached. MCL 207.502, MCL 207.504, MCL 207.511, MCL 207.525(2), MCL 207.533

An instrument or any part of an instrument in a language other than English must have an English translation attached to the instrument when presented for recording. MCL 565.201(1)(h)

White-out and corrective tape is not permitted on any document to be submitted for recording. MCL 750.249

**PLEASE NOTE: The above content is not intended to be a complete list of all recording requirements. This list is simply the most commonly referenced recording requirements.**