



Administrative Recording Requirements

State of Michigan

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 83 counties / Register of Deeds

Required Documents:

Real Estate Transfer Valuation Affidavit

http://www.michigan.gov/documents/strealestran1_2544_7.pdf

Exemptions require the following directly below the title of the document: "Tax Exempt Pursuant to M.C.L.A. 207-526(6)(i) and County Exemption MCL 207.505 §5 By: _____"

Manufactured Homes: Affidavit of Affixation of Manufactured Home

http://www.michigan.gov/documents/dleg/dleg_bcc_mhaffidavit_affixture_254632_7.pdf

This must be filed with the Michigan Department of Labor & Economic Growth, 2501 Woodlake Circle, Okemos, MI 48864 (517) 241-9317)

Required Statement: "This document prepared by" name and address

Formatting of Documents:

Format required by statute
20 lb paper
8 1/2 x 11 or 8 1/2 x 14 only
First page: 2 1/2" top margin, all other margins 1/2"
Other pages: 1/2" margins all sides
10 point font
A single title must be included under top margin
Must be electronically, mechanically, or hand printed
Must be legible for recording
All printing must be in black ink. Signatures may be in blue ink

Legal Description:

Include liber (book) and page.
Required for deeds and mortgages, suggested with all documents
Must include city, township or village, county and state of property

Other Requirements:

All signatures must include a printed name underneath
All signatures must match the printed name exactly
All names/signatures must be consistent throughout documents
Grantee and Grantor names addresses required
Notary must include county and date of expiration. If the notary is completed in a county other than the county that the notary was commissioned in, "Acting in ---- County", must also be included.
Witnesses are no longer required
Deeds and mortgages must include marital status
Do not include first five digits of the social security unless required by state or federal law

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.

Recording Requirements are subject to change at any time without notice. as of 3/10/2010

Some counties require self-addressed stamp envelope

All changes must be initialed

Physical address of lender is required (cannot accept PO Box)

Assignments must include signature followed by the corporate name and title

Death Certificates must include a cover sheet that include 1) the title of the document and 2) return to name and address

Re-Records require **Affidavit of Facts**

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 2 days - 2 months

Michigan County Specifics

Calhoun County AKAs require borrower to sign

Genesee County Will record documents concurrently

City of Flint Deeds must be certified by the City Treasurer, 1101 S Saginew Street, Flint, MI 48502

Fees apply, payable to City Treasurer

For non-exempt deeds: send Transfer Affidavit Form to Tax Assessor's office and the Deed to County

Kalamazoo County Recorder

Lapeer County No coversheets accepted. Title of Document Required on very top of document

Macomb County Will not record documents concurrently

Documents must be stamped by the Treasurer's Office, then recorded with the county

Affidavit of Facts must reference the document being re-recorded along with the legal description

Oceana County Subordinations require borrower s' name

Oakland County Noncompliant documents will be rejected

Saginaw County Will not record assignments concurrently

Tuscola County Will not record documents concurrently

Wayne County Tax Certification required to record Warranty Deeds

Abstractor must be utilized as no mail-in certifications are accepted

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state.

Recording Requirements are subject to change at any time without notice. as of 3/10/2010