

ELIGIBILITY FOR RECORDING

Documents recorded in the Register of Deeds office must meet the following requirements.

- Signatures must be original; names must be typed or printed beneath all signatures. **MCL 565.201(1) (a)(c)**
- No discrepancy shall exist between names printed in the notary acknowledgment and as printed beneath signatures. **MCL 565.201(1)(b)**
- The address of the grantees in each deed of conveyance or assignment of real estate shall contain the street number address or post office address. **MCL 565.201(1)(d)**
- The name and address of the person who drafted the document must appear on documents executed in Michigan. **MCL 565.201(1)(i)**
- Documents purporting to convey or encumber real estate executed in Michigan requires an acknowledgement by a judge, clerk of a court of record or a notary public within this state. **MCL 565.8; form: MCL 565.265; 565.267**
- A certified copy of the death certificate or proof of death must be recorded or have been recorded as a separate document and referenced by Liber/Page or Document number on documents when “survivor” is indicated on the instrument. **MCL 565.48**
- Court orders must be certified and sealed by the clerk of the court. **MCL 565.401, 565.411**
- The documents **first** line of the first page must have a single statement identifying the **1** recordable event that the instrument evidences – AND be: legible, black ink, minimally 10-point type size, white 20lb paper with a **blank** margin of 2 ½ “ at top of first page and ½ “ on all other margins. Paper size must be minimally 8 ½ “x 11“and not larger than 8 ½ “ x14“. **MCL 565.201(1)(f), (3)**
- Total value of real property must be stated on the face of the document or a real estate valuation affidavit must be attached. **MCL 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. **MCL 207.502, 207.511, MCL 207.526, 207.533**
- Date missing in acknowledgment. **MCL 565.151, 565.154, 565.267**
- Unless required by state or federal law or court order, no more than 4 sequential digits of a social security number can appear on a document. **MCL 565.201(1)(g), 565.491**
- The Certificate of Trust does not meet recording requirements. **MCL 565.432, 565.433**
- If a trust document is presented for recording it shall be recorded as a separate document. **MCL 565.434**
- The instrument, or part of the instrument is in a language other than English. An English translation must be attached to the instrument. **MCL 565.201(1)(h)**
- Fees **MCL 600.2567, 600.2567(a), 211.135**