



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

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 Recorder
Kalamazoo County
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