

**Michigan Law Requires that all documents recorded by the Saginaw County Register of Deeds meet all applicable recording requirements. For full description of Michigan Compiled Laws please visit [www.michiganlegislature.gov](http://www.michiganlegislature.gov)**

**The Saginaw County Register of Deeds cannot assist with the preparation of documents. Nor can the Saginaw County Register of Deeds answer legal questions or otherwise provide legal advice. Please contact an attorney if you need legal assistance.**

**General Recording Requirements**

**MI Compiled Law**

<input type="checkbox"/> The instrument must be legible	MCL 565.201(f-iv)
<input type="checkbox"/> White paper not less than 20 pound weight - Executed <b>AFTER</b> April 1, 1997	MCL 565.201 Sec 1 (f) (iv)
<input type="checkbox"/> The type on the instrument is electronically, mechanically, or hand printed in 10-point type or the equivalent of 10-point type - Executed <b>AFTER</b> April 1, 1997	MCL 565.201 Sec 1 (f) (iii)
<input type="checkbox"/> Instrument is not less than 8-1/2 inches wide and 11 inches long or more than 8-1/2 inches wide and 14 inches long - Executed <b>AFTER</b> April 1, 1997	MCL 565.201 Sec 1 (f)(v)
<input type="checkbox"/> Instrument contains no attachment that is less than 8-1/2 inches wide and 11 inches long or more than 8-1/2 inches wide and 14 inches long - Executed <b>AFTER</b> April 1, 1997	MCL 565.201 Sec 1 (f)(vi)
<input type="checkbox"/> Instrument has a margin of unprinted space that is at least 2-1/2 inches at the top of the 1st page and at least 1/2 inch on all remaining sides of each page - Executed <b>AFTER</b> April 1, 1997	MCL 565.201 Sec 1 (f)(i)
<input type="checkbox"/> Instrument displays on the first line of print on the 1st page of the instrument a single statement identifying the recordable event that instrument evidences - Executed <b>AFTER</b> April 1, 1997	MCL 565.201 Sec 1 (f)(ii)
<input type="checkbox"/> Instrument cannot purports to evidence more than 1 recordable event - Executed <b>AFTER</b> April 1, 1997	MCL 565.201 Sec 3
<input type="checkbox"/> Signatures or mark of the person must be original and in black or dark blue ink	MCL 565.201 Sec 1 (a)
<input type="checkbox"/> Name of each person purporting to execute the instrument is legibly printed, typewritten, or stamped beneath their original signature or mark of the person	MCL 565.201 Sec 1 (a)
<input type="checkbox"/> 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 Sec 1 (d)
<input type="checkbox"/> Instrument contains the name address of the person who drafted the instrument - Executed <b>AFTER</b> January 1, 1964	MCL 565.201 Sec 1 (i)
<input type="checkbox"/> The first 5 digits of any social security number appearing in or on the instrument are obscured or removed - Executed <b>AFTER</b> September 12, 2017	MCL 565.201 Sec 1 (g)
<input type="checkbox"/> Any part of the instrument is in a language other than English, a written English translation is attached to the instrument	MCL 565.201 Sec 1 (h)
<input type="checkbox"/> Instrument shall be acknowledged before any judge, clerk of a court record or notary public	MCL 565.47 Sec 47
<input type="checkbox"/> Notary acknowledgment must be dated	MCL 55.287 Sec 27 e
<input type="checkbox"/> The date in which a notary public commission expires must be stated	MCL 55.287 Sec 27 c
<input type="checkbox"/> The name of the notary public is legibly printed , typewritten, or stamped on the instrument and appears on the same page near the signature of the notary public	MCL 565.201 Sec 1 c
<input type="checkbox"/> No discrepancy exist between the name of each person as printed, typewritten or stamped beneath their signature and the name as recited in the acknowledgment or jurant	MCL 565.201 Sec 1 (b)

**Legal Description Requirements**

**MI Compiled Law**

<input type="checkbox"/> Legal description - when a subdivision plat has been recorded, the lots in that plat shall be described by the caption of the PLAT and the LOT NUMBER(S)	MCL 560.255
<input type="checkbox"/> Legal description - when property is not subdivided the instrument must state the QUARTER SECTION, SECTION, TOWN and RANGE of the property	

**Miscellaneous Requirements**

**MI Compiled Law**

<input type="checkbox"/> A certified copy of the death certificate must be recorded as a separate document OR have been recorded and referenced by Liber/Page or document # when "survivor" is on the document	MCL 565.48
<input type="checkbox"/> A instrument that assigns or discharges must cite the original and correct Liber/Page or document #	MCL 565.43
<input type="checkbox"/> Court Orders must be certified and sealed by the clerk of the court	MCL 565.401

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**Transfer Tax Requirements**

**MI Compiled Law**

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| <ul style="list-style-type: none"> <li>□ An instrument subject to tax shall state on its face ONE of the following:           <ul style="list-style-type: none"> <li>○ TOTAL CONSIDERATION of the real property</li> <li>○ A Real Estate Transfer Valuation Affidavit disclosing the TOTAL CONSIDERATION which will be filed at the time of recording</li> <li>○ Transfer Tax is collected at a rate of \$8.60 per \$1,000               <ul style="list-style-type: none"> <li>□ Amount needed for Transfer Tax \$ _____.</li> </ul> </li> </ul> </li> <li>□ Instrument not subject to tax shall state the Exemption(s) for State and/or County Tax</li> </ul> | <p>MCL 207.525<br/>           MCL 207.504</p> <p>MCL 207.525 MCL 207.504</p> <p>MCL 207.526 MCL 207.505</p> |
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**Fee Requirements**

**MI Compiled Law**

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| <ul style="list-style-type: none"> <li>□ Recording a document, regardless of the number of pages the fee is \$30.00</li> <li>□ Any instrument which assigns or discharges more than one instrument; \$3 shall be added for each additional reference</li> <li>□ A tax certificate must be obtained from the Saginaw County Treasurer           <ul style="list-style-type: none"> <li>○ \$5 for up to 5 descriptions; \$1 per additional description</li> </ul> </li> </ul> | <p>MCL 600.2567 (a)</p> <p>MCL 600.2567 (b)</p> <p>MCL 211.135</p> |
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