

## Standard Recording Requirements

- Name printed or typed beneath all written signatures. MCLA 565.201 (a) (e)
- No discrepancy in the names shall exist between the printed names of such person, as appears either in the signature, the acknowledgment or jurat. MCLA 565.201 (b)
- The addresses of all the second parties must appear on any instrument by which title to any interest therein is conveyed, assigned, encumbered or otherwise disposed of. MCLA 565.201 (a) (f)
- The name and address of the person who drafted the document must appear on the documents executed in Michigan. MCLA 565.201 A, 565.203
- Documents purporting to convey or encumber real estate executed in Michigan must have an acknowledgment by a notary public. MCLA 565.8
- A certified copy of the death certificate or proof of death must be recorded when the instrument of conveyance states "survivor" in the grantor's section. MCLA 565.48
- Court orders must be certified and sealed by the clerk of the court to be eligible for recording. MCLA 565.401, 565.411
- There must be sufficient space available on the document to apply the recording information or an additional page fee must be paid (i.e. there must be a) 2 1/2" margin at the top of the first page; b) 1/2" margin at the top of each successive page; c) 1/2" side and bottom margins on each page).
- The Definition of a Page: One side of a single sheet of paper not larger than 8 1/2" x 14" with print not smaller than 10 point type, which shall be legible and on paper of not less than 20 (standard copy weight) pound weight. MCLA 565.201 (g)