

Sample Document Recording Requirements

Bernard J. Youngblood



Disclaimer: This sample document shows how the general statutory recording requirements apply to two common land records - Quit Claim Deed and Warranty Deed. The document is not a substitute for legal advice or assistance you should obtain from an attorney or a real estate professional. This office does not supply blank forms. Forms may be obtained from a real estate professional or an office supply store.

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< Title of Document > 5

The Grantor: 6

Quit claims or Warrants and conveys to: 7

The following described premises situated in the City of 8, County of Wayne, State of Michigan:

Legal description of property 9

Commonly Known Address 10

Property ID No: 11

Consideration amount: 12

or

State and County exemptions: Exempt under M.S.A. Exempt under M.C.L.A.

Subject To:

Existing building and use restrictions, easements of record, and zoning ordinances, if any. 2

Dated: 13

Grantor's Signature 14

Grantor Name

State of 15 County of 16

The foregoing instrument was acknowledged before me on 17, by 18.

Notary Public Signature 19

Notary Public Name

Notary Public, State of 20 County of 21

Commission expires 22

Acting in the County of 23

When Recorded Return To: 24 25

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- | | |
|--|--|
| 1. 2 ½" margin at the top | 13. Date document was executed |
| 2. ½" margin at the bottom and sides | 14. Grantor signature* and printed name |
| 3. Font must be black and at least ten point. | 15. State where notarized** |
| 4. Paper size 8½" x 11" or 8½" x 14" | 16. County where notarized** |
| 5. Title of document | 17. Date notarized** |
| 6. Grantor's name and address | 18. Grantor name printed as signed** |
| 7. Enter either Quit claims or Warrants and conveys (determined by transaction type) along with grantees name and address | 19. Notary signature and printed name** |
| 8. Property City or Township | 20. State of Notary** |
| 9. Property legal description (i.e., lot, liber, page, block, plat, or section, township, range, quarter/quarter or unit, building and condo name) | 21. County of Notary** |
| 10. Property street address | 22. Date the Notary Commission Expires** |
| 11. Property tax parcel number | 23. County in which signed** |
| 12. Property sales amount (Consideration) and/or State and County exemptions (if applicable) as required by the type of transaction. | 24. Name and address of the person to whom the document should be returned |
| | 25. Warranty Deeds require tax certification |

* All signatures must be original in blue or black ink.
 ** Entered by notary.