

**STAFF CANNOT ASSIST YOU IN THE PREPARATION OF THIS
OR ANY OTHER DOCUMENT OR GIVE LEGAL ADVICE**

- ✓ The document submitted for recording must be legible and at least 10-point font type size.
PLEASE PRINT CLEARLY. DOCUMENT WILL BECOME PERMANENT RECORD.
MINIMUM 10 POINT FONT - EACH LINE ALLOWS FOR A LIMITED NUMBER OF CHARACTERS
- ✓ The size of the document and attachments must be at least 8 ½ x 11 inches; at most 8 1/2 by 14 inches.
- ✓ **Documents must have at least a 2 1/2 inch margin at the top of the first page** and at least 1/2 inch margin on all remaining sides and pages.
- ✓ The Grantee(s) street number or post office box address must be stated on document.
- ✓ Signatures must be original and names must be typed or printed beneath signatures.
- ✓ No discrepancy shall exist between names printed in the notary acknowledgement and as printed beneath signatures.
- ✓ Documents purporting to convey or encumber real estate executed in Michigan require an acknowledgement by a notary public, judge, or clerk of a court within this state.
- ✓ The name and address of the person who drafted the document must appear on documents executed in Michigan.
- ✓ A when "survivor" is indicated on the document, a certified copy of the death certificate or proof of death must be recorded or have been recorded and referenced by liber and page on said document.
- ✓ Court orders must be certified and sealed by the clerk of the court.

The following are the most common document errors:

- Notary Acknowledgment errors:
- The venue commonly appears above the notary acknowledgment statement and is the county and state **where the document was executed**. The county and state in the venue **must match** the county and state in which the notary is "acting in." The names printed beneath the signatures **must match the names printed in the notary acknowledgment exactly**. An individual signing for a trust or company must have their name, title, and the company or trust's name at the signature line.
- The majority of documents are required to include a *complete* legal description. This is the legal description found on a deed or survey. Tax legal descriptions are not acceptable.
- Drafter's name and address must be on the document.
- Documents with consideration shall be subject to transfer tax unless appropriate exemptions are stated on the document or a Real Estate Transfer Valuation Affidavit is filed. *Cannot* state "and other good & valuable consideration". MCL 207.505 Sec.5 & MCL 207.526 Sec.6.

DOCUMENT TEMPLATE BELOW IS PROVIDED SOLEY AS A COURTESY



SCROLL DOWN FOR FORM



QUIT CLAIM DEED

GRANTOR(S): _____

Quit Claims to:

GRANTEE(S) _____

Whose address is _____

Certain real property in the State of Michigan, County of Grand Traverse, Township of _____
legally described as follows:

This property may be located within the vicinity of farmland or a farm operation .Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan right to farm act.

Consideration in the amount of \$ _____

X _____
Grantor/Seller

Print name below signature.

DO NOT SIGN until acknowledged by a Notary Public.

X _____
Grantor/Seller

Print name below signature.

DO NOT SIGN until acknowledged by a Notary Public.

STATE OF MICHIGAN

COUNTY OF _____

Acknowledged before me this _____ day of _____, 20____, by _____

_____.

X _____
Notary Public

_____ County, Michigan

Name & address of document drafter:

Acting in: _____ County

My Commission Expires: _____

