

## State of Michigan Administrative Recording Requirements:

---

**Marital State:** No

**Trust State:** Yes

**Mortgage State:** Yes

---

### **BASIC REQUIREMENTS:**

Paper:

- 8 ½" by 11" accepted
- 8 ½" by 14" accepted (maximum accepted)

Non-standard fee:

- Not accepted

Margins:

- First page: 2 ½" Top; ½" other sides
- Other pages: ½"

Print:

- Black ink only (blue not acceptable)
- 10 point font minimum

Preparer Info:

- Name and Address

Vesting:

- No unique requirements

Marital Status:

- Must state the marital status of all male grantors

APN/PID Number:

- Not required

Witnesses:

- None required

Printed names:

- Required below all signatures

Legal:

- Must correctly cite municipality (township/city/village)
- Include state, county, and municipality in 1<sup>st</sup> paragraph
- Must accompany all instruments

Notary:

- Must state “Acting in ... “ if not acting in the county commissioned
- Date of Acknowledgement
- Expiration Date of Notary
- Stamp or seal not required if notary is commissioned in Michigan state

**FORM REQUIREMENTS:**

Deeds:

- Form L-4260 – Property Transfer Affidavit
- Form L-4258 – Real Estate Transfer Tax Valuation Affidavit
- Legal description
- Previous recorded information required

Death certificate:

- No affidavit required

Power of attorney:

- Original only (copies not accepted)
- Legal description



ADVANTAGE  
TITLE, LLC



**COMMON REJECTION REASONS:**

- Legal description missing/inadequate
- Notary acknowledgement incomplete/inadequate
- Notary used blue ink
- Marital status of borrower not listed
- Printed names beneath signatures missing
- Margins incorrect

**SPECIAL CHARACTERISTICS:**

As of April 1, 2004, the notary acknowledgement shall appear as follows:

*(Notary's Signature)*

---

*(Printed name of notary)*

Notary Public, State of Michigan,  
County of *(county notary is commissioned in)*  
My commission expires *(commission expiration date)*  
Acting in the County of *(county acknowledged in)*

A large, light blue watermark of the Advantage Title, LLC logo is centered on the page. It consists of a stylized mountain peak above the text "ADVANTAGE" in a large serif font, and "TITLE, LLC" in a smaller sans-serif font below it.

ADVANTAGE  
TITLE, LLC

This information is intended as a general guideline for administrative purposes only and is not intended as an interpretation of the laws set forth by any state. Recording Requirements are subject to change at any time without notice. Always verify requirements and fees with the appropriate recording office.  
As of May 5, 2017