



LAKE COUNTY CLERK/REGISTER

This document was returned by Jan

800 10th Street, Suite 200

Baldwin, Michigan 49304

Tele: (231)745-4641

Fax: (231)745-8632

Email: register@co.lake.mi.us

Date: _____

YOUR LEGAL INSTRUMENT IS BEING RETURNED WITHOUT RECORDING DUE TO THE REASON (S) CHECKED BELOW:

- ____ Signatures must be original: Names must be typed or printed beneath signatures. **MCLA 565.201 Sec 1 (a)(c)**
- ____ The address of grantees in each deed of conveyance or assignment of real estate shall contain the street number or post office address. **MCLA 565.201 Sec. 1(d)**
- ____ The name and address of the **person** who drafted the document must appear on documents. **MCLA 565.201(a)**
- ____ Documents purporting to convey or encumber real estate executed in Michigan requires an acknowledgment by a judge, clerk of a court of record or a notary public within the state. **MCLA 565.8; form: MCLA 565.265: 565.267**
- ____ Notary acknowledgement not dated. **MCLA 565.151, 565.154, 565.267**
- ____ Discrepancy between names printed in notary acknowledgement and as printed below signatures. **MCLA 565.201 Sec 1(a)(c)**
- ____ A certified copy of the death certificate or proof of death must have been recorded and referenced by Liber and Page or must accompany document when "survivor" is indicated on the document. **MCLA 565.48**
- ____ Court orders must be certified and sealed by the clerk of the court. **MCLA 565.401, 565.411**
- ____ The document must be: Legible, black ink, type size no less than 10 point, white 20lb paper, with a blank margin of 2 ½" at top of first page and ½" on all other margins. First page must also have a single statement identifying the recordable event that the instrument evidences. Paper size must be minimally 8 ½" x 11" and not larger than 8 ½" x 14".
MCLA 565.201 Sec 3
- ____ Total value of real property must be stated on the face of the document or a real estate valuation affidavit must accompany. **MCLA 207.504, 207.525**
- ____ Transfer tax shall be collected on the total value of the land being transferred unless exempt from either or both acts: the exemption(s) must be stated on the instrument. **MCLA 207.502, 207.511, MCLA 207.526, 207.533**
- ____ Fees: **MCLA 600.2567, 600.2567 (a), 211.135**
- ____ Unless required by state or federal law or court order, no more than 4 sequential digits of a social security number can appear on a document. **MCLA 565.201, 565.491**
- ____ The Certificate of Trust does not meet recording requirements. **MCLA 565-432, 565.433**
- ____ Register's Comments: _____

