

2.5"



Instructions for Execution of Deeds and Easements

Oakland County Register of Deeds
Charter Township of West Bloomfield

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1. **Paper Requirements are as follows:** (including attachments)
 - **Size:** No smaller than 8.5" x 11" and no larger than 8.5" x 14
 - **Color:** White
 - **Weight:** 20lb paper
 - **Font:** 10 point minimum

2. **Required Margins are as follows:** (this document reflects requirements)
 - **Top (First Page)** – 2.5"
 - **Top** each additional page - .5"
 - **Bottom** - .5"
 - **Left & Right** - .5"

3. **Document Requirement:**
 - Must be Legible (including attachments)
 - Must be **Black ink only** (including attachments)
 - All Tax identification numbers of all property described must be provided on the deed and easement
 - All Tax Id's require legal description
 - All legal descriptions must have a beginning and an end
 - 1st page must display on the 1st line of print a **single statement identifying the recordable event that the instrument evidences.**
 - Corporate Status must be inserted:
 - Limited Liability Company
 - Corporation
 - Partnership
 - Name and address of all persons who drafted the document must be shown on the document (bottom left)
 - Court Orders must be certified and sealed by the Clerk of the Court.
 - Legal Agreements require a Consideration (payment or other)
 - Example: *"For the consideration of sum of one(\$1.00) dollar"*

4. **Signatures:**
 - Must be Original
 - Black or Blue Ink (Note: Signature only, Printed name must be Black)
 - Printed name must be below each signature line
 - No discrepancy shall exist between names printed in notary acknowledgement and signatures.
 - The Title of the corporate executive executing a deed or easement on behalf of the corporation must be provided beneath his signature:
 - Managing Member
 - Authorized Agent
 - President
 - Certified Death Certificate or copy of proof of death must be recorded when Survivor is indicated on the document

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8. **Additional Requirements:**

- Instrument conveying or mortgaging shall state marital status of male grantor/mortgages
- Name and addresses of all parties must appear on the instruments that convey or encumber real estate.
- Land contracts, warrant deeds or any other deed containing a warranty clause must be tax certified at the Oakland County Treasurer’s Office.
- Total Value of real property must be stated on the face of the document or affidavit attached.

9. **Notary Public**

- Documents executed in Michigan require a notary public acknowledgement including:
 - Signature (Blue or Black Ink)
 - Black Ink Only
 - Printed name under signature
 - County of certification
 - Name of party(s) being acknowledged
 - Expiration of notary
 - Must state “Acting in Oakland County”
 - Seal
- Out of State (So long as the signature occurs in the presence of the notary in the **state** by which the notary is licensed, they may notarize the signature).

- Requires a Seal
- Must read as follows:
 State of _____,
 _____, ss
 County of _____,

The forgoing instrument was acknowledged before me this ___ day of 2017, by _____,
 the Authorized _____ (title) of _____ (name of entity), a
 _____ (State) _____ (type of entity)..

 _____ (print notary name), Notary Public
 _____ County, State of _____ (where notary licensed)
 Acting in County of _____, State of _____

- No discrepancy shall exist between names printed in notary acknowledgement and signatures.
- Each entity requires a **notarized signature**
- The Development Services Department can offer notary service at no charge

10. **Filing**

- Deeds and Easements are recorded with the Oakland County Register of Deeds
- The Township will file deeds and easements to the county on your behalf.
- All submitted documents require sidwell validation
- Recording fees are deducted from the project escrow account
 - Recording Fee \$30.00 per document
 - Tax Certification \$ 5.00 per document