

LISA BROWN
OAKLAND COUNTY CLERK/REGISTER OF DEEDS
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Welcome to the Oakland County Clerk/Register of Deeds Office. We are happy to provide some of the forms you may require today, but please note that **we are prohibited by state law** from helping you to fill out those forms. Below are some basic requirements that must be satisfied in order to successfully record the document you are preparing:

- The document must be legible, typed or printed in black ink only. ALL DOCUMENTS MUST BE PRINTED ON **WHITE** PAPER. State law requires a minimum 10-point font (print) size.
- Each document must have a 2 ½ inch top margin. All other margins can be ½ inch, including any pages that may be attachments.
- The marital status of all male grantors must be shown.
- Signatures may be written in black or blue ink.
- Signatures must be original, with names neatly typed or printed beneath all signatures.
- The name and address of the person preparing the document must be shown on the document.
- Documents executed in Michigan require a notary signature, along with the county of commission, the name of the party(s) being acknowledged and their commission expiration date.
- We do provide notary service at no charge **for documents being recorded in the Oakland County Register of Deeds.**
- Recording fees are due at the time a document is being recorded. The fee is \$30 per document, no matter how many pages. At our office, payment can be made using checks, money orders, cash, VISA, MasterCard and Discover credit cards. Debit cards may also be used as long as they carry a VISA or MasterCard logo.
- A copy of a former deed may provide assistance to you by offering the property's legal description, including sidwell number. A copy of the former deed, usually 1-3 pages, may be purchased for \$1 per page.
- Several organizations offer legal assistance through legal aid clinics held at the Oakland County Law Library, located on the second floor of the west wing of the courthouse, 1200 N. Telegraph, Pontiac. For more information, visit **www.oakgov.com/lawlib** or call **248-858-0012**.