



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 giving legal advice, including direction on how to fill out forms. Below are some basic requirements, which are set by Michigan statute, that must be satisfied to successfully record the document you are preparing:

- The document must be legibly typed or printed in black ink only. All documents must be printed on WHITE PAPER with a minimum 10-point font size.
- The document must have a blank margin of no less than 2 ½ inches at the top of the first page. All other margins can be no less than ½ inch, including any pages that are included as attachments. Paper size must be at least 8 ½" x 11" and not larger than 8 ½ x 14.
- Signatures must be original with names 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 Public acknowledgment with signature, county of certification, name of party(s) being acknowledged and the expiration date of the notary's commission.
- 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 recorded. The fee, set forth in state law, is \$30 per document. Payment can be made by check, money order, or cash as well as VISA, MasterCard, and Discover credit cards. Debit cards carrying a VISA or MasterCard logo are also accepted.
- A copy of a former deed may provide assistance by offering the property's legal description, including Property Identification Number (PIN) or sidwell number. A copy of the former deed, usually 1-3 pages, may be purchased for \$1 per page.

(updated August 2021)