

Welcome to the Office of the Register of Deeds Teresa Walker

Montmorency County Register of Deeds

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Hours: 8:30am – 4:30pm M-F
OPEN DURING LUNCH HOURS

[Click here for Recording Requirements Information](#)

[Click here for Recording Fees information](#)

[Passports](#)

What We Do:

The Register of Deeds is the Official Constitutional Recording Officer and keeper of the records for all legal documents and instruments pertaining to the transfer and encumbrance of all lands and properties within Montmorency County. This includes Mineral Interest as well as Surface Interest.

The Register of Deeds must maintain reception books and indexes for all recorded documents. The indexing is done alphabetically and must appear under each name that appears on the papers, as either the first or second parties (Grantor/Grantee.) The reception books give notice to the public that the documents have been placed on record and are also part of the bookkeeping records that must be kept for the office. We also maintain a tract index that permits locating recorded information by way of the legal description.

All documents must have the exact time they are received for recording and must be placed in the entry book in this order. They are given a liber and page and the exact amount received for the recording or filing must appear in the entry book immediately after the names. All documents are handled many times before the recording is complete and the instruments are ready to be returned. Every document must be checked to determine if they are in accordance with Michigan Compiled Laws recording requirements prior to being accepted for recordation.

All original recorded documents are scanned into our computer imaging system and then transferred to micro fiche for permanent record archival and storage off-site.

The Register of Deeds serves the public with research and is also chairperson of the County Plat Board. All plats are recorded in the Register of Deeds office.

The office is used by Abstractors, Title Companies, Mortgage Corporations, Real Estate Agents, Attorneys, Oil and Gas Landmen, and individuals who check on the recording and filing of many papers pertaining to their professional or personal business. Our office is also utilized by local townships within our county for assessing and taxation purposes and is the starting place for the entire tax base.

Have a question for the Register of Deeds Office? Email them [here](#).
Or you may call them directly at the above listed number.

- Recording Requirements -

1. The name of each person purporting to execute the instrument is legibly printed, typewritten, or stamped beneath the original signature or mark of the person, and the signature or mark is in black or dark blue ink. **MCLA 565.201 Sec 1; (1)(a)**
2. A discrepancy does not exist between the name of each person as printed, typewritten, or stamped beneath his or her signature and the name as recited in the acknowledgment or jurat on the instrument. **MCLA 565.201 Sec 1; (1)(b)**
3. The name of any notary public whose signature appears on the instrument is legibly printed, typewritten or stamped on the instrument and appears on the same page near the signature of the notary public. **MCLA 565.201 Sec 1; (1)(c)**
4. The address of the grantees in each deed of conveyance or assignment of real estate, including the street number address if located within territory where street number addresses are in common use, or , if not, the post office address, is legibly printed, typewritten, or stamped on the instrument. **MCLA 565.201 Sec 1; (1)(d)**
5. If the instrument is executed before April 1, 1997, each sheet of the instrument is all of the following: **MCLA 565.201 Sec 1; (1)(e)**
 - (i) Typewritten or printed in type not smaller than 8-point size.
 - (ii) Not more than 8-1/2 by 14 Inches.
 - (iii) Legible
 - (iv) On paper of not less than 13 (17x22-500) pound weight.
6. If the instrument is executed after April 1, 1997, each sheet of the instrument complies with all of the following: **MCLA 565.201 Sec 1; (1)(f)**
 - (i) Has a margin of unprinted space that is at least 2-1/2 inches at the top of the first page and at least 1/2 inch on all remaining sides of each page.
 - (ii) Subject to subsection (3), displays on the first line of print on the first page of the instrument a single statement identifying the recordable event that the instrument evidences.
 - (iii) Is electronically, mechanically, or hand printed in 10-point type or the equivalent of 10-point type.
 - (iv) Is legibly printed in black ink on white paper that is not less than 20-pound weight.
 - (v) Is not less than 8-1/2 inches wide and 11 inches long or more than 1-1/2 inches wide and 14 inches long.
 - (vi) Contains no attachment that is less than 1-1/2 inches wide and 11 inches long or more than 8-1/2 inches wide and 14 inches long.

7. Unless state or federal law, rule, regulation, or court order or rule requires that all or more than 4 sequential digits of the social security number appear in the instrument, beginning on 1 of the following dates the first 5 digits of any social security number appearing in or on the instrument are obscured or removed: **MCLA 565.201 Sec 1; (1)(g)**
 - (i) Except as provided in subparagraph (ii), September 12, 2007
 - (ii) For an instrument presented to the Register of Deeds by the department of treasury, April 1, 2008
8. If the instrument or any part of it is in a language other than English, a written English translation is attached to the instrument. **MCLA 565.201 Sec 1; (1)(h)**
9. If the instrument is executed after January 1, 1964, the instrument contains the name and business address of the person who drafted the instrument. **MCLA Sec 1; (1)(i)**
10. Subsection (1)(e) and (f) does not apply to instruments executed outside this state or to the filing or recording of a plat or other instrument, the size of which is regulated by law. **MCLA 565.201 Sec 1; (2)**
11. A Register of Deeds shall not record an instrument executed after April 1, 1997, other than an instrument described in subsection (2), if the statement required under (1)(f)(ii) purports to evidence more than 1 recordable event. **MCLA 565.201 Sec 1; (3)**
12. Any instrument received and recorded by a Register of Deeds, including any instrument considered duly recorded under subsection (6), is conclusively presumed to comply with this act. The requirements contained in this act are cumulative to the requirements imposed by any other act relating to the recording of instruments. **MCLA 565.201 Sec 1; (4)**
13. A Register of Deeds shall not reject an instrument for recording because of the content of the instrument if the instrument complies with the provisions of this act and any other act relating to the recording of instruments. **MCLA 565.201 Sec 1; (5)**
14. If a mortgage meets all requirements for recording under this act and a copy of the mortgage is affixed to an affidavit that is recordable under section 1a (g) of 1915 PA 123, MCL 565.451a, the Register of Deeds shall receive the affidavit with the accompanying copy of the mortgage for record, and the mortgage is duly recorded under this act and under section 29 of 1846 RS 65, MCL 565.29, as of the date of recording of the affidavit. To the extent that the mortgage validly creates a lien, the lien is perfected as of the date of recording of the affidavit. The amendments to this section enacted by 2014 PA 347 apply retroactively to all copies of mortgages verified by affidavit regardless of whether they are recorded on, before, or after October 17, 2014, the effective date of 2014 PA 347. However, a Register of Deeds shall not receive an affidavit of mortgage for record under this subsection after October 16, 2014 if more than 1 mortgage is attached to the affidavit. **MCLA 565.201 Sec 1; (6)**

- Statutory Fees -

Recording Fees:

For entering and RECORDING any DEED, MORTGAGE, LIS PENDENS, CERTIFIED COPY, or ANY OTHER INSTRUMENT:

Regardless of # of Pages	\$30.00
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*\$4.00 of this fee is deposited to the Michigan State Survey and Remonumentation (MSSR) fund. The \$4.00 MSSR fee is not assessed on Fixture Filings, State Liens, Federal Liens, MESC Liens, State Deeds, Plats or Tax Reversion Documents. MCLA 600.2567a (4)

Assignment and Discharge Fees:

For any document which **assigns or discharges more than one instrument:**

\$3.00 shall be added to the recording fee for **each** additional instrument so assigned or discharge.

Warranty Deeds - Land Contracts:

A tax certificate **must be obtained** from the County Treasurer's Office prior to recording any of the following MCLA 211.135:

Warranty Deed

Any **Deed** which contains a covenant of warranty

Land Contract

Assignment of Land Contract with warranty clause

Master Deed for Condominium

Tax Certificates:

\$5.00 for up to 5 descriptions; \$0.20 per additional description over 5.

Copy and Search Fees:

Copy Fee:	Real Estate Record Copy	\$1.00 per page
	U.C.C. Record Copy	\$2.00 per page

Certification Fee: \$5.00 per document fee for certification of any of the above copies. (To be eligible for certification, the document must be copied in its entirety.)

Search Fee:	Searching the	
	Real Estate Record/name	\$0.50/yr. - \$5.00 Minimum Fee
	State Tax Lien Certificate	\$3.00/name searched
	Federal Tax Lien Search	\$3.00/name searched
	U.C.C.-II Certificate	\$6.00/name searched

U.C.C. Fees

Financing Statement or Fixture Filing

And any amendment hereto \$30.00

MCL 440.5925(1)

(An amendment includes: amendment, assignment, continuation, release or termination of a filed/recorded instrument)

Searches and Copies:

Request for a search of the records including issuing a certificate describing each presently effective record filed concerning the debtor \$6.00

Plus any of the following that apply:

Per page fee for copies \$2.00

Per document certification \$1.00

The above fees do not apply to a mortgage that is effective as a financing statement filed as a fixture filing or as a financing statement covering as extracted collateral or timber to be cut under Section 9525(3)-recording and satisfaction fees that otherwise would be applicable to the record of the mortgage apply.