



## Welcome to the Kalamazoo 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 on the first page. Each page after that can be ½ margin.
- The marital status of all male grantor's 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 Kalamazoo County Register of Deeds Office**.
- 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, and debit/credit card.
- A copy of a former deed may aid you by offering the property's legal description, including Pin/Parcel number. A copy of the former deed, usually 1-3 pages, may be purchased at <https://tapestry.fidlar.com/Tapestry2/Search.aspx>

## DISCHARGE OF MORTGAGE

KNOW ALL MEN BY THESE PRESENTS That a certain mortgage bearing the date of \_\_\_\_\_

Executed by \_\_\_\_\_, Mortgagor(s),

To \_\_\_\_\_ Mortgagee, whose address is  
\_\_\_\_\_

And recorded in the office of the Register of Deeds for the County of Kalamazoo, State of Michigan in  
Liber \_\_\_\_\_ Page \_\_\_\_\_ or Document # \_\_\_\_\_ - \_\_\_\_\_,

Kalamazoo County records is fully paid and is hereby discharged.

Said mortgage applying to property in \_\_\_\_\_ of \_\_\_\_\_, County of  
\_\_\_\_\_

and more particularly described as:

Tax I.D. Number:

Commonly Known As:

Dated:

Signed by: \_\_\_\_\_  
\_\_\_\_\_

STATE OF MICHIGAN

COUNTY OF KALAMAZOO

This foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ by \_\_\_\_\_.

Prepared By:

\_\_\_\_\_  
Signature of Notary Public

Notary Public: \_\_\_\_\_

State/County: \_\_\_\_\_

Commission Expires: \_\_\_\_\_

Acting In: \_\_\_\_\_