

## 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 \_\_\_\_\_, 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 \_\_\_\_\_

My commission expires \_\_\_\_\_, 20\_\_\_\_

Prepared By:

Notary Public, \_\_\_\_\_ County  
Acting in \_\_\_\_\_ County  
My Commission Expires: \_\_\_\_\_

Return To:



# KALAMAZOO COUNTY GOVERNMENT

In the Pursuit of Extraordinary Governance...

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 provide assistance to 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://clerkregister.kalcounty.com:8443/eaglerecorder/eagleweb/docSearch.jsp>.

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OFFICE OF THE COUNTY CLERK & REGISTER OF DEEDS

MEREDITH PLACE, CLERK & REGISTER OF DEEDS

201 West Kalamazoo Avenue | Kalamazoo, MI 49007 | Deeds: 269.383.8970 | [www.kalcounty.com/clerk](http://www.kalcounty.com/clerk)