



COUNTY CLERK | REGISTER OF DEEDS
DEEDS DIVISION

Meredith Place
Clerk | Register of Deeds

Beth Byrd
Chief Deputy Clerk | Register of Deeds

Aneta Bailey
Deputy Register of Deeds

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

ELECTIONS DIVISION
269-384-8080

CLERK DIVISION
269-383-8840

DEEDS DIVISION
269-383-8970

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

(Printed Name)

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: _____

Return To: