



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

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS THAT:

Whose address is:

Convey(s) and Warrant(s) to:

Whose address is:

The following described premises situated in the _____ of
County of _____ State of Michigan, to wit:

Tax I.D.#

Together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or in anywise appertaining, for the full consideration of (\$ _____) _____ DOLLARS.

Subject to BUILDING AND USE RESTRICTIONS AND EASEMENTS OF RECORD, IF ANY.

Dated:

Signed and Sealed: _____

STATE OF MICHIGAN)

COUNTY OF KALAMAZOO)

Acknowledged before me this _____ day of _____, 20____ by _____

Prepared By: _____

Notary Public, _____ County
Acting in _____ County

Return To:

My Commission Expires:

This property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors and other associated conditions may be used and are protected by the Michigan right to farm act.