



Welcome to the Kalamazoo County Clerk & Register of Deeds Office

These forms are provided “as-is” without any warranty, express or implied, as to their legal effect, adequacy, or compliance with Michigan law. The Kalamazoo County Clerk & Register of Deeds Office **cannot provide legal advice, interpretation, or assistance in completing these forms**, as prohibited by state law. Use of these forms is voluntary and **entirely at your own risk**. You should consult with legal counsel to ensure that any document you prepare is appropriate for your situation and meets all statutory and recording requirements.

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.
- 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.
- 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 a check, money order, debit/credit card or cash.
- 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://kzoo-deeds.webtcsinc.com/startup.action>
- Mailing address of the grantee/mortgage
- For a complete list of all recording requirements pursuant to MCL 565.201, please visit <https://www.legislature.mi.gov/Laws/MCL?objectName=MCL-565-201>

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: _____