

INSTRUCTIONS TO PREPARE: H4HH #004 MORTGAGE

Each field must be completed as listed below. The mortgage document cannot be recorded if any information is missing. Borrowers must sign exactly as their name is typed; Register of Deeds no longer accepts a Name Affidavit to correct signing errors.

FIELD #	DESCRIPTION
1	DATE OF PREPARING
2	MONTH OF SIGNING
3	YEAR OF SIGNING
4	BORROWERS NAMES WITH MARITAL STATUS
5	PROPERTY ADDRESS
6	LOAN AMOUNT SPELLED OUT
7	LOAN AMOUNT NUMERICALLY
8	CONFIRM DATE DEFAULTS CORRECTLY
9	LOAN AMOUNT NUMERICALLY
10	CITY, TOWNSHIP OR VILLAGE (per legal description)
11	NAME OF CITY, TWP OR VILLAGE
12	NAME OF COUNTY
13	COMPLETE LEGAL DESCRIPTION OR "SEE ATTACHED"
14	TAX PARCEL ID #
15	PROPERTY ADDRESS
16	PRIMARY BORROWERS NAME
17	CO-BORROWERS NAME
18	COUNTY WHERE SIGNING TOOK PLACE
19	DATE OF SIGNING
20	NAME OF BORROWERS
21	NOTARY SECTION MUST BE COMPLETED
22	NAME AND ADDRESS OF PERSON PREPARING MORTGAGE

PLEASE SEE IMPORTANT NOTES ATTACHED

RECORDING REQUIREMENTS

THIS DOCUMENT WILL BE SENT TO THE REGISTER OF DEEDS OFFICE FOR RECORDING SO MUST BE IN ACCEPTABLE FORMAT.

****PLEASE HAVE BORROWERS SIGN EXACTLY HOW THEIR NAMES ARE TYPED**

****PLEASE USE AT LEAST 10 POINT TYPE**

****MARITAL STATUS, FOR EACH BORROWER, MUST BE INCLUDED ON PAGE ONE (John Doe, a single man and Mary Smith, a single woman OR John Doe and Mary Doe, husband and wife)**

****TAX PARCEL ID NUMBER MUST BE TYPED ON PAGE 2 OF THE MORTGAGE**

****COMPLETE LEGAL DESCRIPTION MUST BE INCLUDED; EITHER ON PAGE 2 OR ON THE BLANK AREA ON PAGE 4. IF A LEGAL DESCRIPTION IS TYPED AS "SEE ATTACHED LEGAL DESCRIPTION" IT MUST BE ATTACHED TO THE MORTGAGE DOCUMENT AS AN EXTRA PAGE, SIZE 8 1/2 BY 11, AND NUMBERED as PAGE 5.**

****COUNTY IN NOTARY SECTION (TOP OF PAGE 4) MUST BE THE COUNTY WHERE SIGNING TAKES PLACE**

****NOTARY NEEDS TO COMPLETE THEIR NOTARY INFORMATION**

****DATES ON PAGE 1 IS DATE DOCUMENT IS PREPARED; DATE ON PAGE 4 IN NOTARY SECTION IS DATE THE BORROWERS ACTUALLY SIGN. DATES DO NOT HAVE TO BE THE SAME; DATE PREPARED CANNOT BE AFTER DATE SIGNED.**

****DOCUMENT MAY NOT BE HIGHLIGHTED ON ANY PAGE, INCLUDING SIGNATURE LINES.**

****BORROWERS CANNOT EXECUTE A FAXED COPY OR POORLY PRINTED DOCUMENT; MUST BE LEGIBLE AND WITHIN MARGIN PARAMETERS (2 ½ inches on top, ¼ inch other two sides and bottom)**

**DO NOT HESITATE TO CONTACT US WITH ANY QUESTIONS:
STACEY PLACE, places1@michigan.gov, 517-241-1604 or
CAROLYN KUNDRAT, kundratc@michigan.gov, 517-335-2028**