

INFORMATION AND TEMPLATE PROVIDED SOLEY AS A COURTESY

STAFF CANNOT GIVE LEGAL ADVICE OR ASSIST YOU IN THE PREPARATION OF THIS OR ANY OTHER DOCUMENT

PLEASE PRINT CLEARLY

THE DOCUMENT YOU SUBMIT WILL BECOME A PERMANENT RECORD

Must be minimum 10-point font.

The document and any attachments must be letter size (8 ½ x 11 inches) or legal size (8 1/2 by 14 inches maximum).

1. **Documents must have a minimum 2 1/2-inch margin at the top of the first page** and at least 1/2-inch margin on all remaining sides and pages.
2. The Grantor(s) is who is selling or giving the property.
3. The Grantee(s)* is who is buying or receiving the property. If you are adding someone, you will be both Grantor and Grantee. The Grantee's complete street number or post office box address must be printed on document.
4. Print name of township or city.
5. Print the legal description from your last deed of record or attach as a separate page if needed. Addresses and tax descriptions are not acceptable.
6. Consideration is the sale price, if any. Amounts \$100 and over are subject to State and County Transfer Tax.
7. Do not sign until you are before a Notary Public.
Print signer (Grantor/Seller) name(s) as they appear in the notary acknowledgment.
8. **Notary Public completes the yellow highlighted area.** The signer name(s) (Grantor/Seller) printed in acknowledgment must match printed names below signatures.
9. Complete "Document Drafted by" which is the name and address of the person who filled out the document.

When a "survivor" is indicated on the document, a certified copy of the death certificate must be recorded or have been recorded and referenced by document number or liber & page on the deed.

Vesting - How **grantees*** take ownership is important. Consideration should be given to the manner in which ownership/title will be held. The manner of ownership taken will determine future rights, and can have significant probate implications in the event of death. Failing to seek legal counsel can result in significant costs, with far-reaching effects.

STAFF CANNOT ASSIST IN DEFINING OR DETERMINING VESTING

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1. 2 1/2" minimum margin at top of first page only

QUIT CLAIM DEED

1. 1/2" minimum margins elsewhere

GRANTOR(S): 2. Seller/giver name(s)

CONVEYS AND QUIT CLAIMS TO:

GRANTEE(S): 3. Buyer/receiver name(s) and address

Whose address is:

Certain real property in Grand Traverse County, Michigan City or Township of: 4. City/ township location of property. legally described as follows:

5. Property legal description from a prior deed or attach as separate page. Do not use description from your tax bill.

CONSIDERATION IN THE AMOUNT OF\$ 6. Price

SIGNATURE(S) of GRANTOR(S): 7. Only Grantor(s) sign. Do not sign until you are before a Notary Public.

X (Grantor/Seller signature) X (Grantor/Seller signature)

(printed name) 7. Print names below signature(s) as they appear in notary acknowledgment below.

STATE OF MICHIGAN

COUNTY OF

8. The yellow area is completed by a Notary Public

Acknowledged before me this day of , 20 , by: (Name of Grantor/Seller being acknowledged)

X Notary Public County, Michigan Acting in: My Commission Expires:

9. Name and address of person completing this document.

Document drafted by:

