

FREQUENTLY ASKED QUESTIONS

1. How can I get a copy of a deed?

- Self-search online at rod@alpenacounty.org. Email us at rod@alpenacounty.org for copies
- At the ROD office located at 720 W. Chisholm St., Alpena, MI 49707. Copies will be \$1.00 per page
- ROD staff can search and forward a copy. Copies are \$1/page + a \$5 distribution fee + a \$5 search & retrieval fee.

2. How do I change a name, remove a name or add a name to my deed?

By recording a new document. Anyone wishing to convey their interest in property would do so by creating/completing/recording an appropriate document. That being said, the most common documents used are Warranty Deed and Quit Claim Deed. It is strongly recommended you consult with an attorney who will be able to assure interest is conveyed exactly as intended and assist in drafting the new document.

Templates/forms for commonly used documents may be found online, at office supply stores or you may wish to self-draft a document. Once the document is complete and signature(s) notarized, the original document with original signatures will be presented to our office for recording.

3. Will you record an emailed or faxed copy of my document?

No. Only an original document with original signatures can be recorded.

4. Where should I send the document to be recorded?

Once the signatures on the document are notarized, deliver the original document with original signatures in person, by courier, USPS, UPS or FedEx to 720 W. Chisholm St., Alpena, MI 49707

5. To whom should a check or money order be made payable to for recording fees

Alpena County Register of Deeds

6. May I include a payment for taxes or other county department receipts with my payment to the Register of Deeds office?

No. ROD staff are not able to receive or process payments for any other Alpena County department.

7. Who can notarize my document?

The Alpena County Clerk's office has notary publics. You will also find notary publics at your financial institution, local municipality, title insurance company, or other area businesses. There may be fees for notary services.

8. What is the cost to record a document?

Michigan has a flat recording fee of \$30 per recordable event. A deed may be subject to a tax certification fee (see the [Fees Page \(A\)](#)) or transfer fees ([Michigan Real Estate Transfer Tax\(PDF\) \(6\)](#)). Phone the ROD office if you have specific questions; (989) 354-9547.

9. Are there additional fees when recording a document?

Warranty deeds, deeds that contain a covenant of warranty, land contracts, assignment of land contracts, master deeds or amendments to a master deed adding property must have a tax certificate (see the Fees Page). Transfer fees shall be collected on the total value of the land being transferred. Unless exempt from either or both Real Estate Transfer Tax acts, the exemption(s) must be stated on the instrument. See also exemptions and/or transfer tax info: [MCL 207.505 \(C\)](#) and [MCL 207.526 \(D\)](#) and [Transfer Tax Rate Chart \(PDF\) \(E\)](#).

10. Can I record a copy of a court document?

No. Court documents must be certified with the Court's seal to meet Michigan's recording requirements.

11. Can I record a copy of a death certificate?

No. A death certificate must be a certified copy with the Clerk's seal to meet Michigan's recording requirements.

12. How do I search the website for a copy of my deed?

Alpena County's land records are searchable via the website rod@alpenacounty.org.

13. Can I get a blank deed form/template from your office?

No. You may find forms/templates online, in an office supply store or you may wish to consult with legal counsel or a title insurance company for assistance.

14. What are the requirements to record a document?

See recording requirements on the Recording Requirements Page. (F)

15. Do you have a survey of my property?

Only if your property was surveyed and that certified survey was recorded. Mortgage surveys are not recorded in this office.

16. Who can get a copy of my deed?

Anyone can purchase a copy of a recorded land record for \$1/page. Once your document is recorded, it is a public record.

17. I've paid off my mortgage. How do I get a copy of the new deed?

When a mortgage is paid off, the mortgagee records a Discharge, Release or Satisfaction of Mortgage. You would have received a copy of the deed when you purchased the property. If you need a copy of your deed or the discharge, release or satisfaction, see [How can I get a copy of a deed?](#) (G) above.

18. My spouse passed away and our property is in both our names. What do I do? Will I receive a new deed with just my name on it?

As per MCL 5653.48, bring a certified copy of the death certificate to record. The most current deed of record will not be altered, it remains the most current deed of record until a new deed is recorded.

Links to other pages:

(A) Link to ROD fees page pdf

(B) Link to (6) Transfer Tax pdf

(C) [https://www.legislature.mi.gov/\(S\(kvkfh5o5v5t55wywg4luhyr4\)\)/mileg.aspx?page=GetObject&objectname=mcl-207-505](https://www.legislature.mi.gov/(S(kvkfh5o5v5t55wywg4luhyr4))/mileg.aspx?page=GetObject&objectname=mcl-207-505)

(D) [https://www.legislature.mi.gov/\(S\(i4m3iatzxtbsfdnnmk4tjxmn\)\)/mileg.aspx?page=GetObject&objectname=mcl-207-526](https://www.legislature.mi.gov/(S(i4m3iatzxtbsfdnnmk4tjxmn))/mileg.aspx?page=GetObject&objectname=mcl-207-526)

(E) Link to Transfer Tax pdf

(F) Link to Recording Requirements Page pdf

(G) Link to question #1 under FAQ's