## **Facts & Functions**

## Department Facts

- All real estate records are public. Searches may be done by coming into the office. You can search by name or legal description.
- There are three terminals for researchers.
- Title searches are not provided by this office. You may contact a Title Insurance Company, Attorney or Independent Researcher to have a private title search done.
- Ownership of property is established according to what is recorded in the Register of Deeds office.
- Documents are not prepared here, nor do we have any legal forms. We suggest you have an attorney draft your legal documents. However, if you have the knowledge to properly prepare the document, you may do so yourself.

## **Department Functions**

- The Register of Deeds office records, files, maintains and retrieves all documents relating to real estate in Ogemaw County. The real estate records date back to the mid 1800's.
- Each document is time stamped and carefully reviewed to ensure it complies with all recording requirements. Documents are then given a document number, indexed and scanned into digital images recorded in our archives.
- Copies of any recorded instrument may be reproduced for a fee.
- Collects real estate transfer tax for the State of Michigan and County of Ogemaw.
- The Register of Deeds also serves as Chairman of the County Plat Board which reviews and approves all new subdivisions within the County.