



What to Expect Certificate of Trust

STEP 1

Create an Account or Sign-in: Click on “create an account” and enter a valid email address and password. If you already have an account, sign-in with your MI Easy Forms account email address and password.

STEP 2

Gather the following information:

Preparer’s Name, Address and Email.

Name of the Trust

Date the trust was signed and dates of any amendments or restatements to the trust.

Trustee Name(s) and Address(es).

Whether the Trust is revocable or irrevocable and the name of the person that can revoke the trust.

Trust provisions:

1. Revocable provision
2. Designation of the Trustee(s)
3. Powers of the trustee(s) relating to the purposes for which the certificate of trust is being offered, including the authority of co-trustees to sign on behalf of the trust or otherwise authenticate on behalf of the trust and whether all or less than all the co-trustees are required to exercise powers of the trustee.
4. Governing law provision
5. Reliance on Certificate of Trust
6. Any other provision that relates to the purpose for which the certificate of trust is being offered.

Real Property Information for the property being transferred out of the trust:

1. Street address (if known), city, county, and township If there is no street address, the road where it is located.
2. Legal Description from the current deed or survey.
3. Parcel Tax ID number.

STEP 3

Complete the questionnaire.

STEP 4

Make a payment: Enter your email and credit or debit card information.

STEP 5

Print or review the instructions and make any necessary changes to your questionnaire. If no changes are needed, print your documents, follow the instructions, and then sign in front of a notary. You will be given step-by-step instructions on how to complete this process.

