

# MICHIGAN TITLE INSURANCE AGENCY, INC.

## FOR SALE BY OWNER – REQUEST TO ORDER

File No. 32-\_\_\_\_\_ Property Address:\_\_\_\_\_ Zip Code:\_\_\_\_\_

SALE PRICE: \$\_\_\_\_\_ LOAN AMOUNT: \$\_\_\_\_\_

Type of Sale (Circle One):      CASH      LAND CONTRACT      NEW MORTGAGE

Check if applicable:      \_\_\_\_\_ SPLIT - OWNERS ONLY      \_\_\_\_\_ SPLIT – MORTGAGE ONLY

### PURCHASER'S INFORMATION:

Name(s) as you would like to be shown in Title (INCLUDE Marital Status(es) & Gender(s):

If NOT married, Purchasers will take title as:       Joint Tenants       Tenants in Common      (Check One)

Purchaser's Address:\_\_\_\_\_

Phone Number:\_\_\_\_\_ Email: \_\_\_\_\_

Purchaser's Lender:\_\_\_\_\_ Contact Name:\_\_\_\_\_

Lender Phone Number:\_\_\_\_\_ Lender Email:\_\_\_\_\_

### SELLER'S INFORMATION:

Name(s) as you believe Title is currently held (INCLUDE Marital Status(es) & Gender(s) and tenancy):

Seller's Address:\_\_\_\_\_

Phone Number:\_\_\_\_\_ Email: \_\_\_\_\_

Are ALL Sellers U.S. Citizens?     NO     YES

Social Sec. # \_\_\_\_\_ for \_\_\_\_\_ Social Sec. # \_\_\_\_\_ for \_\_\_\_\_

Is any Seller Deceased?     NO     YES      (If yes, name deceased \_\_\_\_\_)

Were any Sellers involved in a Divorce since taking title?     NO     YES

Do you have any current Liens/Mortgages/Loans?     NO     YES

If YES, Lender Name:\_\_\_\_\_ Acct # \_\_\_\_\_ Phone:\_\_\_\_\_

Lender Name:\_\_\_\_\_ Acct # \_\_\_\_\_ Phone:\_\_\_\_\_

### CLOSING INFORMATION:

Is there a Home Warranty?       NO     YES

If YES, \$ \_\_\_\_\_ Charge to:     Seller     Buyer and make payable to: \_\_\_\_\_

Will Keys be turned over at closing?     NO     YES

If NO, Occupancy Escrow = \$ \_\_\_\_\_ per day for \_\_\_\_\_ Days

OR      New Monthly Payment to include:       1<sup>st</sup> Mortgage (P&I)     2<sup>nd</sup> Mortgage (P&I)  
(check all that apply)       Taxes     Insurance     Association Dues

Earnest Money Deposit: \$ \_\_\_\_\_ Held By: \_\_\_\_\_

\*If Michigan Title is holding, Earnest Money Agreement must be completed and funds must clear prior to closing.

Will a Power of Attorney be needed?     NO     YES, for \_\_\_\_\_  
(NOTE: Must be approved prior to closing. If we do not prepare please provide copy)

Is there a Tenant in the Property?     NO     YES, Please provide any Rental/Lease Agreement(s)

Is Property a Condominium or part of a Homeowner's Association?     NO     YES

If Yes, Assoc. Dues \$ \_\_\_\_\_ Assoc. Phone # \_\_\_\_\_

(Letter showing no assessments and dues paid current will be needed prior to close, there is usually a charge to obtain.)

**SPECIAL INSTRUCTIONS:** (Include any additional costs to Purchaser or Seller)

ITEMS PROVIDED: (Please keep copies for your records)

Purchase Agreement      : \_\_\_\_\_      Date: \_\_\_\_\_

Addendums      : \_\_\_\_\_

Payoff Letter(s)# \_\_\_\_\_      : \_\_\_\_\_      Order Taken By: \_\_\_\_\_