

**MICHIGAN TITLE INSURANCE AGENCY, INC.**

9333 Telegraph Road, Suite 100, Taylor, MI 48180  
313-291-2323 michigantitle.com

Congratulations and thank you for choosing Michigan Title Insurance Agency, Inc. as your Title and Closing Agent. We look forward to the closing of your sale. We will assist you throughout the process and have included some important information below for you to read and acknowledge.

- We will help facilitate the clearing of any title requirements. We will prepare all closing documents, conduct the closing, and disburse all funds. We will also communicate with all additional parties involved in the transaction such as the Lender and/or Attorney. Please keep in mind that we are not Attorneys and therefore, cannot provide legal advice. This means we cannot provide services for negotiations or completion of forms, mainly the Purchase Agreement or any Sales Contracts. We do suggest seeking advice in those areas from an Attorney or licensed Real Estate Agent.
- Michigan Title Insurance Agency, Inc. has accepted \$300 to initiate your title order. These funds are NON-REFUNDABLE. If the transaction closes within one year of the order date the amount of \$300 will be credited at closing to the party rendering the funds. If the closing does not take place within one year, or the transaction cancels for any reason, the \$300 is considered payment for your title search and therefore will not be refunded.
- It is your responsibility to contact the city in which the property is located for city inspection ordinance information. You may be required to have your property inspected, perform repairs and provide a Certificate of Occupancy PRIOR TO CLOSING. \*NOTE: We are currently aware that the following municipalities will NOT allow a closing without a Certificate of Occupancy, although some will allow a letter accepting repairs: DEARBORN, DEARBORN HEIGHTS, MELVINDALE, LINCOLN PARK and ROCKWOOD are mandatory. WOODHAVEN, WESTLAND, ECORSE, GIBRALTAR, HURON, INKSTER, RIVER ROUGE, WYANDOTTE, RIVERVIEW, ROMULUS, SUMPTER, TAYLOR, TRENTON, WEST BLOOMFIELD and GARDEN CITY we must have the Certificate of Occupancy, or a hold harmless must be signed.
- If the property is a condominium, site condominium, or located within a homeowner’s association, it is your responsibility to provide the purchaser with a copy of the bylaws. In addition, a status letter will need to be provided prior to closing.
- At closing, a minimum of \$300 will be withheld from the Seller’s proceeds as an escrow for the final water bill. A final water reading will need to be scheduled with the City. Some cities require access to the property, therefore scheduling will need to be worked out between the Seller and the Purchaser. The reading will need to be done the day of closing or, in the case of an occupancy escrow, the day the Seller vacates the property. The final water bill needs to be provided to Michigan Title Insurance Agency, Inc. for payment from the escrow held. Any remaining funds will then be released to the Seller.
- If your transaction is a Land Contract, the Purchaser must provide proof of Homeowner’s insurance at, or prior, to closing.
- If the property is not held by an individual, we will require additional supporting documents. If you are aware that the Seller is a Trust, Estate, Corporation or LLC, please begin to gather the appropriate items and provide them as soon as possible.

TRUST – Certificate of Trust and Authority, dated within the last 6 months.  
 -The proceeds check will be made payable to the Trust. NOT the Trustee. Please make sure you have a bank account in the name of the Trust.  
 -In some cases, we may need to review the complete trust.  
 -Please bring the Trust Tax Id Number (EIN) to closing, as you will be completing a 1099-S.

ESTATE – Original Letter of Authority, to be recorded with the deed.  
 -The proceeds check will be made payable to the Estate. NOT the Personal Representative. Please make sure you have a bank account in the name of the Estate.  
 -We may also need additional information/documents, based on each individual circumstance.  
 -Please bring the Estate Tax Id Number (EIN) or the Social Security Number of the deceased to closing, as you will be completing a 1099-s.

CORPORATION or LLC – If you are not a Sole Member, you will need to be in good standing with the State and we will need a copy of the Operating Agreement and/or Corporate Resolution showing who is authorized to sign.  
 -The proceeds check will be made payable to the company exactly as they are named in title. Please make sure the company has a bank account opened in the name of the company.  
 -Please bring the Tax Id Number (EIN) for the company to closing, as you will be competing a 1099-S.

We will be in contact with you following the completion of your title work to discuss any further requirements for closing. Please do not hesitate to contact us with questions or concerns. Thank you again for allowing us to be of service to you.

We hereby sign as receipt and acknowledgement of the above information, on date:\_\_\_\_\_.

\_\_\_\_\_  
Seller:

\_\_\_\_\_  
Purchaser:

\_\_\_\_\_  
Seller:

\_\_\_\_\_  
Purchaser:

\_\_\_\_\_  
Michigan Title Insurance Agency, Inc.

\_\_\_\_\_  
File Number:

Property Address:\_\_\_\_\_