

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: 1st Mortgage (P&I) 2nd 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 : _____
- Addendums : _____
- Payoff Letter(s)# _____ : _____

Date: _____

Order Taken By: _____