

MICHIGAN TITLE INSURANCE AGENCY, INC.

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

Enclosed you will find the following items needed begin searching the title to your property:

- **Purchase Agreement:** Must be filled out completely. Please confirm Legal Description with your last recorded Deed or current tax bill(s). Use the Additional Conditions section for any agreements between Purchaser and Seller. In addition, please review the provided Fee Sheet and indicate any adjustment to who will be responsible for any fees in the Additional Conditions section. Remember, once the Purchase Agreement is signed, it is a legal and binding contract.
- **Seller's Disclosure:** Must be completely filled out and executed by all parties. A copy must be provided to the Purchaser(s) as indicated in the Purchase Agreement. IF YOUR PROPERTY IS LOCATED within a *Condominium or Homeowner's Association*, it is the Seller's responsibility to provide a copy of the Bylaws to the Purchaser.
- **Lead Based Paint Disclosure (applies to any property build prior to 1978):** Must be initialed and signed by all parties. A copy must be provided to the Purchaser(s) as indicated in the Purchase Agreement. If property was built from 1978 to present, the *Language for Seller's Acknowledgement* can be signed as a waiver.
- **Request for Mortgage Payoff Letter(s) (if applicable):** Must be filled out completely. Must be provided for each existing and open mortgage, even if there is a zero balance.

PLEASE BE ADVISED, Michigan Title Insurance Agency, Inc. and its employees are NOT Attorneys and therefore cannot provide legal advice. We will not provide services for negotiations or completion of forms, including the Purchase Agreement or any Sales Contract. Therefore, we always suggest seeking advice from an Attorney or licensed Real Estate Agent.

Pre-Order Checklist

- _____ Completed Purchase Agreement signed by all parties.
- _____ \$400.00 non-refundable deposit. Upon a successful closing within 1 year from order date, this amount will be credited toward the costs of your title insurance policy.
- _____ Contact name, phone and email for communication regarding your file once title work is complete.
- _____ All Purchaser names (as requested to be put in title), marital status, address, and relationship to Seller, if any. These items can affect requirements on title. *If transaction is a Land Contract or New Mortgage*, PLEASE SEE REVERSE for additional required supporting documents for entities such as a Trust, Estate, Corporation or LLC.
- _____ All Seller names (as currently shown in title), marital status, address, and relationship to Purchaser, if any. These items can affect requirements on title. PLEASE SEE REVERSE for additional required supporting documents for entities such as a Trust, Estate, Corporation or LLC.
- _____ Company Name, address, contact, phone, and email for Purchaser's new Lender, if any.
- _____ If applicable, all Requests for Mortgage Payoff Letter(s).
- _____ Acceptance of Wire Instructions.
- _____ All parties must provide valid Photo-Identification IN PERSON and PRIOR to scheduling a closing.

We will be in contact with you upon completion of your title commitment to go over any additional items needed to clear title. We hereby sign as receipt and acknowledgment of the above information on date: _____

Seller:

Purchaser:

Seller:

Purchaser:

Michigan Title Insurance Agency, Inc.

Property Address: _____

File Number: _____

If Title is held by an entity, the following will be required
prior to completion of Title Commitment:

TRUST: Certificate of Trust must be provided, including the pages of the original Trust which show the power to Sell or Convey title. If Initial Trustee is still the Acting Trustee the ORIGINAL Certificate of Trust will be required. In some cases, we MAY need to review the complete Trust.

ESTATE: Original Letter of Authority must be provided. We MAY need additional documentation, such as Death Certificate, Will, Probate, etc. based on individual circumstance.

CORPORATION OR LLC: Operating Agreement and/or Corporate Resolution showing who is authorized to sign must be provided. The Company must also be in GOOD standing with the State. If there is a Sole Member an affidavit attesting to that fact can be signed in place of above documentation.

PLEASE NOTE, in all cases:

*A valid TIN, EIN or SS# for applicable party will be required at closing for reporting to the IRS.

*The proceeds check will be made payable to the Seller EXACTLY as shown on title, not a trustee, member, personal representative, etc. No exceptions!!

*In the case of a wire, the account name will be verified prior to wire being sent. Therefore, please make sure a bank account is open and active in the name of the Title Holder prior to closing.

*ALL FUNDS DUE AT CLOSING MUST BE IN THE FORM OF A WIRE TRANSFER. Due to the increase in wire fraud, we ask that you ONLY use the wire instructions hand delivered at the time of order.