

**MICHIGAN TITLE INSURANCE AGENCY, INC.**

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

**IMPORTANT INFORMATION  
REGARDING  
CERTIFICATE OF OCCUPANCY**

It is your responsibility to contact the municipality in which the property is located for city inspection ordinance information.

You may be required to have your property inspected, post a bond, and/or perform repairs in order to obtain a Certificate of Occupancy. Some municipalities allow the Purchaser to assume repairs, and some do not.

**This must be handled PRIOR TO CLOSING.**

Michigan Title is NOT RESPONSIBLE for requesting or obtaining the Certificate of Occupancy. Every city/township has different requirements, therefore, you must contact the city/township, complete any requirements, and forward the required documentation to us for review **PRIOR TO scheduling a closing. YOUR CLOSING WILL NOT BE SCHEDULED WITHOUT PRIOR REVIEW OF ANY CERTIFICATE OF OCCUPANCY OR DOCUMENTATION REQUIRED.**

**\*NOTE: Municipalities have the authority to change their requirements at any time.** We are currently aware that there are strict requirements and we could be subject to fine for some municipalities and therefore we **WILL NOT** close without a Certificate of Occupancy if the property is located in any of the **MANDATORY** cities/townships.

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:\_\_\_\_\_