

Forms & Agreements

What's Included In This Packet

- Sellers Disclosure Statement*.....
- Real Estate Sale/Purchase Contract* (7 pages)
- Addendum* (1 page)
- Removal/Extension of Specified Contingency(ies)* (1 page)
- Lead-Based Paint Disclosure Form* (1 page)
- Sellers Estimated Proceeds Worksheet* (1 page)
- Earnest Money Escrow Agreement (1 page)
- Mortgage Payoff Request and Authorization (1 page)
- Homeowners Associations/Condominium Status (1 page)
- Buyers Information Sheet (1 page)
- Sellers Information Sheet (1 page)
- Safety Tips Sheet (1 page)

Before completing or distributing any of these forms, make several photocopies of the blank originals, so you'll have what you need in case of changes, errors, etc. Then, after completing one original, photocopy as needed.

***Caution:** The enclosed forms and materials DO NOT replace the professional advice of your attorney or Realtor®. They are included to assist you and to provide you with a starting point for your home-selling transactions. These forms are designed for the sale of an existing home or condominium. They should be reviewed, modified and supplemented or amended by your attorney or Realtor® for your unique transaction prior to their use. Significant modifications will be needed for vacant land or commercial property. Therefore, Liberty Title Agency disclaims any liability for loss or damage which may be incurred by reason of use of these forms.

Property Address _____
 Street _____
 City, Village, Township _____ **MICHIGAN**

Lead Warning Statement

Every purchaser of any interest in residential real property on which a residential dwelling was built prior to 1978 is notified that such property may present exposure to lead from lead-based paint that may place young children at risk of developing lead poisoning. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Lead poisoning also poses a particular risk to pregnant women. The seller of any interest in residential real property is required to provide the buyer with any information on lead-based paint hazards from risk assessments or inspections in the seller's possession and notify the buyer of any known lead-based paint hazards. A risk assessment or inspection for possible lead-based paint hazards is recommended prior to purchase.

I. Seller's Disclosure (initial)

- _____ (a) Presence of lead-based paint and/or lead-based paint hazards (check one below):
- Known lead-based paint and/or lead-based paint hazards are present in the housing (explain):

 - Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
- _____ (b) Records and reports available to the seller (check one below):
- Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below):

 - Seller has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Seller certifies that to the best of his/her knowledge, the Seller's statements above are true and accurate.

Date: _____ Seller(s) _____
 Date: _____

II. Agent's Acknowledgment (initial)

_____ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Agent certifies that to the best of his/her knowledge, the Agent's statement above is true and accurate.

Date: _____ Agent _____

III. Purchaser's Acknowledgment (initial)

- _____ (a) Purchaser has received copies of all information listed above.
 _____ (b) Purchaser has received the federally approved pamphlet *Protect Your Family From Lead In Your Home*.
 _____ (c) Purchaser has (check one below):
- Received a 10-day opportunity (or other mutually agreed upon period) to conduct a risk assessment or inspection of the presence of lead-based paint or lead-based paint hazards; or
 - Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Purchaser certifies to the best of his/her knowledge, the Purchaser's statements above are true and accurate.

Date: _____ Purchaser(s) _____
 Date: _____

Property Address _____
 Street _____
 City, Village, Township _____ **MICHIGAN**

Lead Warning Statement

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- Known lead-based paint and/or lead-based paint hazards are present in the housing (explain):

 - Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
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Seller certifies that to the best of his/her knowledge, the Seller's statements above are true and accurate.

Date: _____ Seller(s) _____
 Date: _____

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Agent certifies that to the best of his/her knowledge, the Agent's statement above is true and accurate.

Date: _____ Agent _____

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 _____ (b) Purchaser has received the federally approved pamphlet *Protect Your Family From Lead In Your Home*.
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- Received a 10-day opportunity (or other mutually agreed upon period) to conduct a risk assessment or inspection of the presence of lead-based paint or lead-based paint hazards; or
 - Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Purchaser certifies to the best of his/her knowledge, the Purchaser's statements above are true and accurate.

Date: _____ Purchaser(s) _____
 Date: _____

Real Estate Sale/Purchase Contract

THIS IS AN IMPORTANT LEGAL DOCUMENT. ALL PARTIES ARE ADVISED TO SEEK THE ADVICE OF AN ATTORNEY IN CONNECTION WITH THE EXECUTION OF THIS CONTRACT.

This Contract made the _____ day of _____, 20_____,

Is by and between _____ ("Seller")

Address: _____ and

_____ ("Purchaser")

Address: _____

1. CRITERIA

1.1 Sale; Property. Seller agrees to sell and convey, subject to easements and restrictions of record, and subject to the lien of taxes not yet due and payable at time of closing, and Purchaser agrees to purchase the property located in the _____, County of _____, State of _____, commonly known as _____

the legal description of which is _____, which will be specifically described in the title insurance commitment (the "Property".)

1.2 Fixtures: Improvements. This sale includes all fixtures, improvements and appurtenances attached to the property as of this date, including but not limited to: all lighting and plumbing fixtures, shades, blinds, curtains, curtain rods, drapes, drapery hardware, wall-to-wall carpeting, purchased water softeners, automatic garage door equipment, storm windows and doors, screens, awnings and antennas, including rotor equipment, if any, as well as the following personal property for which a bill of sale will be given:

The following items are excluded from sale and will be removed from the Property prior to tender of possession: _____

1.3 Purchase Price. The purchase price shall be _____ Dollars (\$ _____)

1.4 Earnest Money. Seller acknowledges the receipt of _____ Dollars (\$ _____) paid by Purchaser as earnest money. This money will be deposited with Liberty Title Agency in its escrow account pursuant to its Standard Escrow Agreement until closing, at which time it will be credited to the Purchaser. If this Contract is not accepted, the earnest money will be returned to the Purchaser.

1.5 Payment. The balance of _____ Dollars (\$ _____) will be paid as follows: _____

1.6 Land Division. If the property that is subject of this contract is not platted land or a condominium, the seller agrees to transfer _____ land divisions. Purchaser acknowledges that the deed shall contain the following language: "The grantor grants to the grantee the right to make _____ divisions under section 108 of the Land Division Act, Act No. 288 of the Public Acts of 1967. This property may be located within the vicinity of farm land or a farm operation. Generally accepted agriculture and management practices which may generate noise, dust, odors and other associated conditions may be used and are protected by the Michigan right to farm act."

2. CONTINGENCIES

This Contract is contingent upon satisfactory completion of the items designated below, all of which must be removed in writing. Contingencies applicable to this transaction shall be marked in the margin.

_____ **2.1 Financing.** Purchaser qualifying for and obtaining a mortgage commitment as designated below for which Purchaser agrees to apply within _____ business days and pursue in good faith upon acceptance of this contract. Borrower intends to obtain mortgage approval and financing contingency shall be removed in writing on or before (date) _____ , _____ **CONVENTIONAL** loan commitment in the amount of \$ _____ (of the price) _____ **FHA/VA** loan commitment in the amount of \$ _____ (of the price)

Note: FHA/VA loans require the Seller to pay certain fees. Seller agrees to pay up to \$ _____ in closing costs in connection with this loan.

_____ **2.2 Termite Inspection.** An inspection of the property at the expense of _____ from a licensed exterminating company resulting in a report satisfactory to Purchaser regarding the presence of any termite or wood destroying insect infestation or any resulting damage. This contingency to be removed on or before _____. Purchaser shall provide Seller with 24 hours prior notice of inspection.

_____ **2.3 Contractor's Inspection.** An inspection of the property at Purchaser's expense, resulting in a report satisfactory to Purchaser. This contingency is to be removed within _____ business days from date of final acceptance of this Contract. Purchaser shall provide Seller with 24 hours prior notice of inspection.

_____ **2.4 Radon Inspection.** An inspection of the property at the expense of _____ for the presence of radon gas resulting in a report satisfactory to the Purchaser. This contingency is to be removed on or before _____.

_____ **2.5 Attorney Approvals.** Approval of contract language by:
(a). Seller's attorney, within _____ business days from date of final acceptance of this contract.
(b). Purchaser's attorney, within _____ business days from date of final acceptance of this contract.

_____ **2.6 Well and Septic.** A report satisfactory to Purchaser and Seller from an inspector authorized by the County Health Department approves the condition of the well and/or septic system. Seller agrees to promptly contract for an inspection upon execution of this contract. This contingency is to be removed on or before _____.

_____ **2.7 Title.** Approval of a commitment for an ALTA residential policy for title insurance issued through Liberty Title Agency. This contingency is to be removed on or before _____.

_____ **2.8 Sale of Purchaser's Property.** Check any that pertain to the Sale of Purchaser's property located at _____,
____ Obtaining a signed Sales Contract on Purchaser's property on or before_____.
____ Removal of all contingencies from a Sales Contract on Purchaser's property on or before _____.
____ Closing on the sale of Purchaser's Property on or before _____.

After Purchaser has removed the above contingency regarding the sale of Purchaser's property, Purchaser will be in default if Purchaser's financing contingency is not removed due to failure to sell said property.

2.9 Other. _____

Contingencies: If any contingency in this Contract is not removed in writing by a required date, this contract becomes voidable. After that date, and until the contingency is removed, either party may terminate the contract by written notice to the other at which time the earnest money will be returned to the Purchaser.

3. CLOSING

3.1 Closing. Seller has designated Liberty Title Agency as Settlement Agent for this transaction due to the protections offered by their Umbrella closing package, which includes cybercrime insurance, secure payment systems and stringent financial controls. The Umbrella package also includes an upgrade to Purchaser's Title Insurance policy which provides significant additional insurance to Purchaser including protection against future Deed Fraud and forgery. If you are getting a mortgage, please advise your lender to order title insurance from Liberty Title Agency. The closing shall occur on or before _____ at the offices of Liberty Title Agency or Purchaser's lender. Seller and Purchaser agree to pay their own customary closing fees imposed in connection with the sale transaction. Purchaser shall pay any mortgage closing fees in connection with the mortgage closing.

3.2 Form of Conveyance. Seller agrees to grant and convey by warranty deed a marketable title to the property, subject only to the encumbrances permitted by this contract. Seller will pay transfer tax when title passes.

3.3 Prorations. Association fees, fuel, insurance, interest, or rent, if any, are to be prorated as of the date of closing. TAXES will be treated as if they cover the CALENDAR YEAR in which they are first billed. TAXES first billed in years prior to year of Closing will be paid by SELLER without proration. TAXES which are first billed in the year of Closing will be prorated so that SELLER will pay taxes from the first of the year to Closing date; and BUYER will pay taxes for the balance of the year, including the date of Closing.

If both tax bills for the current year have not yet been issued as of the Closing date, then the current taxable value and the total annual millage rate from the previous year's tax bills shall be used to estimate the current year's taxes (any administrative fee shall be added to this amount) and those estimated current year's taxes plus administrative fee shall be prorated.

If the transaction closes after both the July and December tax bills have been issued, the total of these two actual bills shall be used to determine the tax proration. The settlement agent will retain from Seller \$ _____ to be applied to the final billing for water and sewer charges. After payment, any balance remaining will be remitted to Seller and any balance due will be paid by Seller.

3.4 Benefit Charges. Any "benefit charges" against the property made by any government authority or private association for installation of, or tap-in fees for, water service, sanitary sewer, and/or storm sewer service, for which charges have been made, incurred and/or billed before the date of closing, will be paid by Seller. Any charges incurred after closing will be paid by Purchaser.

3.5 Special Assessments. All special assessments that have been assessed and are a lien on the property at the date of closing will be paid by Seller. The cost of improvements that are subject to future assessments against the property assessed after the date of closing will be paid by Purchaser.

3.6 Title Insurance. Seller will provide an ALTA residential policy of title insurance, including a policy commitment prior to closing, issued through Liberty Title Agency, in the amount of the sale price, at Seller's expense.

3.7 Possession. Possession to be given on or before _____. From and including the date of closing, up to but not including the date of vacating property as agreed, Seller will pay the sum of \$ _____ per day. The settlement agent will retain in escrow from Seller at closing the sum of \$ _____ for occupancy between the time of closing and delivery of keys by Seller to Purchaser. Within ten (10) days after delivery of keys by Seller, the settlement agent will disburse the balance, if any, of this escrow according to the terms of the escrow agreement.

3.8 Compliance with Assessment. Seller represents that if Seller acquired title after January, 1995, Seller has complied with Public Act 415 of 1994; MCLA 211.27, requiring the disclosure of the purchase price to the local assessor.

4. MISCELLANEOUS

4.1 Casualty Loss. Until delivery of deed, risk of loss by fire, windstorm or other casualty is assumed by Seller.

4.2 Binding Contract; Assignment; Survival. This Contract binds Purchaser, Seller, their heirs and personal representatives, and anyone succeeding to their interest in the property. Purchaser will not assign this Contract without Seller's prior written permission which may be withheld in Seller's sole discretion. Unless modified or waived in writing, all covenants, warranties and representations contained in this Contract shall survive the closing.

4.3 Default. If Purchaser defaults, Seller may pursue legal remedies, or may cancel the Contract and claim the earnest money as liquidated damages. If Seller defaults, Purchaser may enforce this contract, demand a refund of the earnest money in termination of this Contract, or pursue legal remedies. TIME IS OF THE ESSENCE FOR THE PERFORMANCE OF THIS CONTRACT.

4.4 Warranty. Seller warrants that all equipment and improvements, except those excluded below will be in working condition at time of possession, and that premises will be free and clear of refuse and debris. Excluded from this warranty: _____

PURCHASER ACKNOWLEDGES HAVING BEEN ADVISED TO HAVE A CONTRACTOR'S INSPECTION OF THE PROPERTY. PURCHASER _____ DOES ACKNOWLEDGE RECEIPT OF THE SELLER'S DISCLOSURE STATEMENT AND LEAD BASED PAINT ADVISORY BOOKLET _____ _____
Initials Initials

4.5 Facsimile/FAX Authority. Offers, acceptances, and notices required by this Contract can be delivered by Facsimile/FAX and/or Electronic copy.

4.6 Brokers. Purchaser warrants to Seller that no broker or agent is entitled to any commission arising from this Contract other than _____

who is to receive a commission in the amount of \$ _____ to be paid by _____

Purchaser hereby indemnifies and holds Seller harmless from any loss, cost or damage, including without limitation, reasonable attorney's fees, arising from any breach of this warranty. This warranty shall survive the closing.

4.7 Contract. Provision of this form to Buyer by Seller does not constitute an offer to sell the property, nor does any return of this unsigned form by Seller to Purchaser with suggested revisions. A Contract will be formed only upon the execution by Seller of a fully completed Contract previously executed by Purchaser.

Witness: PURCHASER: (Date)

Witness: PURCHASER: (Date)

Witness: SELLER: (Date)

Witness: SELLER: (Date)

I HAVE RECEIVED A FULLY EXECUTED COPY OF THIS CONTRACT.

PURCHASER'S INITIALS _____ SELLER'S INITIALS _____

Date: _____ Date: _____

ADDENDUM

WITH REFERENCE TO A REAL ESTATE SALE/PURCHASE CONTRACT Dated: _____

between _____ ("Seller")

and _____ ("Purchaser")

for the property commonly known as _____

THE SALE/PURCHASE CONTRACT IS AMENDED/SUPPLEMENTED AS FOLLOWS:

Witness: PURCHASER: (Date)

Witness: PURCHASER: (Date)

Witness: SELLER: (Date)

Witness: SELLER: (Date)

PURCHASER'S RECEIPT: The undersigned Purchaser's acknowledge receipt of Seller's signed acceptance of this Addendum.

PURCHASER: PURCHASER: (Date)

Removal/Extension of Specified Contingency(ies)

THE UNDERSIGNED SELLERS AND PURCHASERS,
 PARTIES TO A CERTAIN REAL ESTATE SALE/PURCHASE CONTRACT Dated: _____

and covering property commonly known as: _____

and which contains a contingency clause with regard to: (Check if applicable)

	Remove Contingency	Extend Contingency
Financing	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____
Contractor's Inspection	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____
Termite Inspection	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____
Approval by Attorney(ies)	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____
Title	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____
Well & Septic	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____
Soil Evaluation	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____
Survey	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____
Credit Report	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____
Contingency on Sale of Purchaser's Property	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____
Other _____	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____
Other _____	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____
Other _____	<input type="checkbox"/>	<input type="checkbox"/> Until (date) _____

All other terms and conditions of the Real Estate Sale/Purchase Contract remain the same.

PURCHASER

PURCHASER:

(Date)

SELLER:

SELLER:

(Date)

Property Address _____
 Street _____
 City, Village, Township _____ **MICHIGAN**

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- Known lead-based paint and/or lead-based paint hazards are present in the housing (explain):

 - Seller has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.
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- Seller has provided the purchaser with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below):

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Seller certifies that to the best of his/her knowledge, the Seller's statements above are true and accurate.

Date: _____ Seller(s) _____
 Date: _____

II. Agent's Acknowledgment (initial)

_____ Agent has informed the seller of the seller's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Agent certifies that to the best of his/her knowledge, the Agent's statement above is true and accurate.

Date: _____ Agent _____

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- _____ (a) Purchaser has received copies of all information listed above.
 _____ (b) Purchaser has received the federally approved pamphlet *Protect Your Family From Lead In Your Home*.
 _____ (c) Purchaser has (check one below):
- Received a 10-day opportunity (or other mutually agreed upon period) to conduct a risk assessment or inspection of the presence of lead-based paint or lead-based paint hazards; or
 - Waived the opportunity to conduct a risk assessment or inspection for the presence of lead-based paint and/or lead-based paint hazards.

Purchaser certifies to the best of his/her knowledge, the Purchaser's statements above are true and accurate.

Date: _____ Purchaser(s) _____
 Date: _____

Sellers Estimated Proceeds Worksheet

1. Your Selling Price..... \$ _____

PLUS Your Credits

Prorated Property Taxes¹ + _____

Prorated Rents (if appropriate) + _____

Personal Property
(e.g., appliances or other items for which
the Seller is paying, but which are not
included in your home's selling price) + _____

2. Your Credits..... = \$ _____

3. Total Amount Due to You..... \$ _____

Add Your Selling Price (#1) and Your Credits (#2) to find the total amount due to you

MINUS Your Expenses

Mortgage Payoff (on closing date) + _____

Any Other Liens on the property + _____

Legal Fees + _____

Title Work² + _____

Recording or Notary Fees + _____

Transfer Taxes³ + _____

Surveys and Inspections⁴ + _____

Repairs⁴ + _____

Other + _____

4. Your Expenses..... = \$ _____

5. Total Estimated Proceeds After Closing.. \$ _____

Subtract Your Expenses (#4) from The Total Amount Due To You (#3).

This amount is Your Estimated Proceeds After Closing (#5).

¹ In Michigan it is customary for the Buyer to reimburse the Seller for property taxes which are assumed to be "paid in advance" (e.g. if you close on October 1, the Seller is reimbursed for 2/12 of the previous December bill and 9/12 of the July bill.) Go to libertytitle.com for further information.

² For an estimate of title insurance visit our website at <http://www.libertytitle.com/rate-calculator/>

³ In Michigan the transfer tax is \$8.60/\$1,000.

⁴ These items are negotiable and are not required from the Seller in every home sale.

Final actual proceeds cannot be determined until the day of closing and may be affected by credits and expenses which are not listed on this worksheet. You should consult your attorney, settlement agent or Title Company for a more accurate listing of your home-selling credits and expenses. Therefore, Liberty Title disclaims any liability for loss or damage which may be incurred by reason of the use of this worksheet.



EARNEST MONEY ESCROW AGREEMENT

File Number: _____
Seller(s): _____
Purchaser(s): _____
Property Address: _____

The undersigned Seller and Purchaser are parties to Real Estate Sale/Purchase Contract dated _____ and covering the above referenced property. The undersigned hereby deposit with Liberty Title Agency ("Escrow Agent") the sum of \$ _____ ("Funds") to be held by the Escrow Agent under the following terms and conditions:

- 1) The EMD is to be held until such time as the following terms and conditions are met:
 - a. Escrow Agent is authorized and directed to apply the EMD toward the purchase price at closing: OR
 - b. Escrow Agent is authorized and directed to release the EMD in accordance with written instructions signed by the Seller and Purchaser. Any such instructions shall clearly indicate the payee and amount, if applicable: OR
 - c. Absent joint written and signed instructions by both parties, Escrow Agent, in its sole discretion, may release the EMD back to the depositing party.
- 2) Upon making delivery as outlined in Paragraph 1, Escrow Agent will be released and acquitted from any further liabilities concerning the EMD, it being expressly understood that such liability is limited by the terms and conditions set forth herein.
- 3) Disbursement of funds will be by check drawn on Escrow Agent's Escrow Account. In the event that the undersigned demand that the Funds be disbursed by certified check, cashier's check, or wire transfer, Escrow Agent is authorized to deduct its costs in disbursing the Funds in this fashion.
- 4) In the event of any dispute between the parties as to the disposition of the Funds, Escrow Agent may decline to disburse the Funds. Escrow Agent may also interplead the Funds with the Circuit Court or District Court, as applicable, in order to receive court order directing it how to disburse said funds. In the event court proceedings are instituted, Escrow Agent shall recover its reasonable attorney's fees, court costs and employee costs involved in such proceedings, deducting the sum from said funds.
- 5) Escrow Agent shall not be liable for any loss or damage resulting from any loss or impairment of escrowed funds due to the failure, insolvency or suspension of a financial institution.
- 6) Escrow Agent is not under any duty to invest the Funds on behalf of either Purchaser or Seller Escrow Agent may comingle the Funds with other deposits held by Escrow Agent.
- 7) The undersigned jointly and severally indemnify and hold Liberty Title Agency of harmless for any loss, cost or damage which it may suffer from acting as escrow agent, except for damages caused by its willful negligence or intentional misconduct.
- 8) This agreement may not be modified or amended in any way except by written agreement executed by Purchaser, Seller, and Escrow Agent.

**EARNEST MONEY ESCROW AGREEMENT
(CONTINUED)**

9) Notices to be given under this agreement may be given in writing or by electronic communication to Escrow Agent. The undersigned authorize Escrow Agent to rely on communications from their Real Estate Agents as though the communications were made directly by the undersigned.

ESCROW AGENT: _____

SELLER(S):

Signature _____	Signature _____
Date _____	Date _____
Print _____	Print _____
Email: _____	Phone: _____

PURCHASER(S):

Signature _____	Signature _____
Date _____	Date _____
Print _____	Print _____
Email: _____	Phone: _____



MORTGAGE PAYOFF AUTHORIZATION

PROPERTY ADDRESS: _____

Owner Name(s): _____ Last 6 digits SSN: _____

Owner Name(s): _____ Last 6 digits SSN: _____

Phone: _____

Email Address: _____

First Mortgage Payoff:

LENDER: _____

LENDER PHONE: _____

ACCOUNT/LOAN NO: _____

Second Mortgage Payoff:

LENDER: _____

LENDER PHONE: _____

ACCOUNT/LOAN NO: _____

****NOTE: IF THIS IS A HOME EQUITY/CREDIT LINE, PLEASE FREEZE THE ACCOUNT**

WE, THE UNDERSIGNED MORTGAGORS/OWNERS, HEREBY AUTHORIZE YOU TO RELEASE INFORMATION FOR THE ABOVE REFERENCED ACCOUNT(S). THIS INCLUDES, BUT IS NOT LIMITED TO, SUBMITTING A WRITTEN PAYOFF LETTER AND GIVING VERBAL UPDATES IF NEEDED TO LIBERTY TITLE AGENCY.

PLEASE PROVIDE PAYOFF FIGURES AS OF _____ WITH PER DIEM.

PLEASE SEND THE INFORMATION TO: LIBERTY TITLE AGENCY

NAME: _____

PHONE: _____

FAX: _____

EMAIL: _____

FILE NO: _____

Signed by:

Owner/Mortgagor Signature

Date: _____

Owner/Mortgagor Signature

Date: _____

Homeowners Association/Condominium Status

Please Complete All Lines Marked With ►

► Property Address: _____

► Seller's Name: _____

► Condominium Name: _____

► Amount of Dues per 1 billing cycle: \$ _____

► Are dues paid: cycle?

() Monthly

() Quarterly

() Annually

() Other _____

► Are dues paid current?

() Yes / Date paid _____
Month/Day/Year

() No / Amount in arrears \$ _____
Amount due to bring current

► PAID DUES Period Covered: _____ to _____
Month/Day/Year Month/Day/Year

► ARREAR DUES Period Owing: _____ to _____
Month/Day/Year Month/Day/Year

► Name: _____
Condominium Management Company or Association Name

► Contact: _____
Contact Person or Association Manager-Treasurer

► Phone No: _____ ► Fax No: _____

► Email (if known): _____

We authorize management to confirm this information and to provide Liberty Title with a membership transfer packet and a final bill.



SELLER

SELLER

(Date)

PLEASE SEND THE INFORMATION TO: LIBERTY TITLE AGENCY

NAME: _____

PHONE: _____

FAX: _____

EMAIL: _____

FILE NO: _____

Buyers Information Sheet

PLEASE FILL OUT COMPLETELY

Name (1): _____

Email (1): _____

Name (2): _____

Email (2): _____

Address: _____

Name (1)

Name (2) Check if same home # as (1)

Home Phone No: _____

Work No: _____

Cell Phone: _____

Marital Status: Married Divorced Single Trust | US Citizen:

New Mortgage Lender: _____

Lender Address: _____

Loan No: _____

Contact/Loan Officer: _____

Lender Phone No: _____ Ext: _____

Email Address: _____

Mortgage Amount: \$ _____

Type of Loan:

() Conventional

() FHA

() VA

Note: _____

Sellers Information Sheet

PLEASE FILL OUT COMPLETELY

Name(1): _____

Email (1): _____

Name (2): _____

Email (2): _____

Mailing _____

Address: _____

Name (1)

Name (2) Check if same home # as (1)

Home Phone No: _____

Work No: _____

Cell Phone: _____

1st Mortgage held by: _____

Loan No: _____

Lender Phone No: _____ Ext: _____

() Payoff Request Attached

2nd Mortgage held by:

Loan No: _____

Lender Phone No: _____ Ext: _____

() Payoff Request Attached

Other Liens/Loans against property held by: _____

Loan/Account No(s) _____

Phone No(s) _____

Forwarding Information **After Closing:** Phone: _____

Address: _____

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SERVING SOUTHEASTERN MICHIGAN

Safety Tips

One of the things people take for granted when showing their home is safety. When you put your home up for sale and start inviting strangers into your house, you need to consider some of them may not have good intentions. Here are a few practical tips to keep you and your family safe.

- Never show your home alone.
- Store all your valuables out of sight.
- If you have guns, store them at a family or friends house if possible. If not, make sure they are locked and out of sight.
- Get some personal information from the person(s) who want to see your home, such as a name, telephone number and where they work.
- Call the number they gave you and confirm the appointment. This will verify that the information they gave you is correct.
- Put the visitors personal information in a book or folder. Give this information to a trusted friend for safekeeping.
- Have the person(s) you are showing your house to stay together. Stay with them at all times.
- Try and make arrangements for your kids to go to a friend's house.
- If the house is vacant and you are meeting the person(s) there, do not park your car where it can be blocked in.

We forget that Realtors® offer safety as well as help when selling our homes. Realtors® usually get personal information on people whom they are showing property to such as where they live and work. They also tend to have the person(s) meet them at their office so they can all ride in the Realtors® car. This way the person(s) have to leave their car in the Realtors® parking lot. Realtors® also try to keep people together when showing your home so they do not have to worry about theft. Realtors® also usually pre-qualify the people prior to showing them your home so you know that the person(s) looking can actually afford to buy your house.