

BUYER INFORMATION

BUYER(S) NAME(S)

Buyer 1: _____

Buyer 2: _____

Address: _____

Address: _____

Home Phone: _____ Cell: _____

Home Phone: _____ Cell: _____

Email: _____

Email: _____

HOW WOULD YOU LIKE TO HOLD TITLE?

Single Man: _____ Single Woman: _____ Husband & Wife: _____ Married Man: _____ Married Woman: _____

Joint Tenants with Full Rights of Survivorship: _____ OR Tenants in Common: _____

Name of Entity: _____

Party of Parties to Entity: _____

**** If you would like to hold title in a Trust, LLC or Corporation, please provide us a copy of your Certificate of Trust, Operating Agreement, or Resolution to ensure the property is vested in the correct name.**

FINANCING

Please complete this section if you are obtaining a loan

Bank Name: _____ Loan Officer Name: _____

Phone Number: _____

Email: _____

ESCROW DEPOSIT RECEIPT

DATE: _____ FILE #: _____

PROPERTY ADDRESS: _____

LISTING AGENCY: _____ LISTING AGENT: _____

SELLING AGENCY: _____ SELLING AGENT: _____

SELLER(S): _____

SELLER'S ADDRESS: _____

PHONE: _____ EMAIL: _____

BUYER(S): _____

BUYER'S ADDRESS: _____

PHONE: _____ EMAIL: _____

AMOUNT: _____ CHECK #: _____

In the event this sale does not close, the money shall be disbursed according to the terms of the Offer of Purchasers or upon receipt of the written notice signed by both Seller and Purchaser directing how the funds are to be disbursed.

In the event of any dispute regarding this escrow, *Bell Title* may, at its option, continue to hold such funds until joint written instructions directing disbursement of the escrowed funds are furnished to *Bell Title* by Seller and Purchaser, or it may initiate an interpleader action in a court of competent jurisdiction and submit the deposit for determination by the court as a proper disposition. Upon submission of the deposit to such court, this escrow shall terminate and *Bell Title* shall be released from any further liability hereunder.

Upon making delivery of the above sums of money, this escrow shall terminate and *Bell Title* shall be released from any further liability, it being expressly understood that *Bell Title* liability is limited by the terms and provisions set forth herein, and that by acceptance of this escrow agency, *Bell Title* is acting in the capacity of a depository only and as such is not responsible or liable for the marketability of title to the premises as of the date of the escrow or the date of the release of any instruments or funds thereunder, except as may be provided in any policy of title insurance issued by *Bell Title* on captioned property. All amendments to this Escrow Agreement shall be made in writing and signed by all parties hereto or by their duly authorized representatives, and shall be effective upon the written acceptance by the escrow agent.

PARTIES EXPRESSLY HOLD BELL TITLE HARMLESS FOR ANY LOSS OR DAMAGE SUSTAINED. INCLUDING ATTORNEY FEES, RESULTING FROM THIS ESCROW AGREEMENT.

SELLER: _____ SELLER: _____

BUYER: _____ BUYER: _____

Bell Title hereby accepts the above Escrow Agreement under the terms and conditions specified herein. (Personal checks must clear before disbursement will be made.)

DATE: _____ BY: _____

SELLER QUESTIONNAIRE

Seller 1: _____

Seller 2: _____

Property Address: _____

	YES	NO
<p>• Since you have owned the property has there been a death, divorce, or marriage? (If YES, we will require an original death certificate, a copy of a marriage license or judgement of divorce.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Is the property held in a Trust, Estate, LLC or Corporation? (If YES, we will require an ORIGINAL Certificate of Trust dated within the last year, or an ORIGINAL Death Certificate and Letters of Authority for the Estate, your LLC's Operating Agreement, or the Resolution for your Corporation.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Are you aware of any title or boundary disputes?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Are you in any Bankruptcy Proceedings?</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Are you aware of any State or Federal Tax Liens that will be filed or are currently filed on parties involved? (If YES, we will need a payoff statement. Example would include any unpaid State or Federal Income Taxes.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Do you know of any Special Assessments for said property? (If YES, please let us know of any Homeowner's Associations, Sewer, Water, or any additional fees that are specific to the property.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Has the property recently been split? (If YES, we will require split approval from the Township Associations, the legal description for the parcel that will be sold, and preferably a Taxable Value for the property being sold to determine tax prorations.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Are there any other interests in the property, such as a Land Contract, Lease, etc.? (If YES, we will need a payoff letter for the balance of the Land Contract and contract information for the Land Contract holder as they would have to sign a deed over in fulfillment of the Land Contract. Transfer Tax in the original sales price of the Land Contract would also have to be collected.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Is there a Manufactured Home on the property? (If YES, we will search to see if an Affidavit of Affixture has been recorded. If one has not been recorded, we will most likely need to record one at closing and we will need the original Green Title to prepare the Affidavit of Affixture. Additional items may be needed depending on whose name(s) are on the original title to the Manufactured Home.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>• Will this sale be party of a 1031 Exchange? (If YES, please let us know right away so we can have the necessary paper work drafted.)</p>	<input type="checkbox"/>	<input type="checkbox"/>

**** Please be sure to let us know of any special circumstances about the transaction or property as soon as possible to ensure title is transferred correctly and to prevent delays of the closing.**

PAYOFF REQUEST

DATE: _____ FILE #: _____

PROPERTY ADDRESS: _____

MORTGAGE COMPANY TO BE PAID OFF: _____

LOAN #: _____ PHONE #: _____

Please furnish to us a statement of the amount necessary to pay in full including any amounts deferred due to a forbearance or modification agreement. If the borrower entered into a forbearance agreement and you are not the entity servicing any deferred amounts, please provide the contact information for the entity who is. This is to authorize and instruct you to release to Bell Title or its assigns any and all information and/or documents pertinent to the above mentioned mortgage. Your prompt attention to this request is greatly appreciated.

Borrower Name: _____ Borrower Name: _____

Primary Borrower Signature: _____ Co-Borrower Signature: _____

Social Security No.: _____ Social Security No.: _____

PLEASE MAKE THE PAYOFF GOOD THROUGH: _____

**PLEASE EITHER EMAIL OR FAX THE PAYOFF TO
PACKAGES@BELLTITLE.COM OR (517)381-5354**

**Thank you for your timely response
Bell Title Escrow Department
6910 S Cedar Street, Lansing MI 48911
Phone: 517-381-5353**

 *Bell Title Company*