

CHECKLIST FOR PURCHASING, SELLING OR REFINANCING AS AN INDIVIDUAL



TRAVERSE CITY - 231-222-5266

CADILLAC - 231-577-4040

FRANKFORT - 231-276-1295

MANISTEE - 231-938-6073

ALPENA - 989-884-0770

PROPERTY OWNED/PURCHASED AS MARRIED COUPLE

- BOTH PARTIES WILL NEED TO SIGN THE SAME CONVEYANCE DEED
- BOTH PARTIES WILL NEED TO SIGN THE MORTGAGE
- BOTH PARTIES MUST PROVIDE CONFIRMATION OF US CITIZENSHIP
- FOREIGN SELLERS WILL HAVE ADDITIONAL IRS DOCUMENTS TO COMPLETE PRIOR TO CLOSE *CONTACT TITLE COMPANY

PROPERTY OWNED/PURCHASED AS A MARRIED PERSON

- UNLESS SPOUSE IS IN TITLE, THEY WILL NOT NEED TO SIGN THE DEED
- FOR A REFINANCE, BOTH SPOUSES WILL NEED TO SIGN MORTGAGE ONLY IF IT IS THEIR PRIMARY RESIDENCE
- FOR A PURCHASE IN ONLY ONE SPOUSES' NAME WITH A PURCHASE MONEY MORTGAGE, SPOUSE WILL NOT BE REQUIRED TO SIGN MORTGAGE
- MUST PROVIDE CONFIRMATION OF US CITIZENSHIP
- FOREIGN SELLERS WILL HAVE ADDITIONAL IRS DOCUMENTS TO COMPLETE PRIOR TO CLOSE *CONTACT TITLE COMPANY

CHECKLIST FOR PURCHASING, SELLING OR REFINANCING AS CORP., PARTNERSHIP OR LLC



TRAVERSE CITY - 231-222-5266

CADILLAC - 231-577-4040

FRANKFORT - 231-276-1295

MANISTEE - 231-938-6073

ALPENA - 989-884-0770

CORPORATION

ARTICLES OF INCORPORATION

CORPORATE RESOLUTION, AUTHORIZES WHO MAY SIGN

CERTIFICATE OF GOOD STANDING

NO 1099 UPON SALE/CONVEYANCE - EIN WILL BE NEEDED

ONE OR MORE PEOPLE NECESSARY TO FORM A CORPORATION

POWER OF ATTORNEY CAN NOT BE USED FOR CONVEYANCE FROM OR TO A CORPORATION

PROCEEDS CHECK PAYABLE TO CORPORATION,

NOT OFFICERS OR SHAREHOLDERS

LIMITED LIABILITY COMPANY

AN UNINCORPORATED ENTITY

ARTICLES OF ORGANIZATION

OPERATING AGREEMENT (2 OR MORE MEMBERS)

****IF A MEMBER IS A TRUST, COT WILL BE REQUIRED**

CONSENT RESOLUTION SIGNED BY ALL MEMBERS / MANAGERS

NO 1099 UPON SALE/CONVEYANCE - EIN WILL BE NEEDED

POWER OF ATTORNEY CAN NOT BE USED FOR CONVEYANCE FROM OR TO AN LLC

PROCEEDS CHECK PAYABLE TO LIMITED LIABILITY COMPANY,

NOT TO MEMBERS OR MANAGERS

PARTNERSHIP

AN UNINCORPORATED ENTITY

CONSIST OF PARTNERS

CERTIFICATE OF PARTNERSHIP

PARTNERSHIP AGREEMENT

1099 IS FILED WITH IRS UPON SALE/CONVEYANCE EIN WILL BE NEEDED

MUST HAVE AT LEAST TWO PARTNERS

POWER OF ATTORNEY CAN NOT BE USED FOR CONVEYANCE FROM OR TO A PARTNERSHIP

PROCEEDS CHECK PAYABLE TO PARTNERSHIP,

NOT TO PARTNERS

SEARCHLIGHT TITLE - HERE TO ASSIST YOU WITH YOUR REAL ESTATE SETTLEMENT NEEDS!

CHECKLIST FOR PURCHASING, SELLING OR REFINANCING AS A TRUST, ESTATE OR VIA POA



TRAVERSE CITY - 231-222-5266

CADILLAC - 231-577-4040

FRANKFORT - 231-276-1295

MANISTEE - 231-938-6073

ALPENA - 989-884-0770

TRUST

CERTIFICATE OF TRUST WHICH CITES TRUSTEE, SETTLOR, CURRENT TRUSTEE, AUTHORITY TO SELL/MORTGAGE (IF SUCCESSOR TRUSTEE, DEATH CERTIFICATE OF THE ORIGINAL TRUSTEE WILL BE REQUIRED)

MUST BE SIGNED BY SETTLOR, ATTORNEY FOR SETTLOR, ATTORNEY FOR TRUSTEE OR SUCCESSOR TRUSTEE

1099 IS FILED UPON SALE

POWER OF ATTORNEY CAN NOT BE USED FOR CONVEYANCE FROM OR TO A TRUST PROCEEDS CHECK PAYABLE TO TRUST UPON SALE, NOT THE TRUSTEE

ESTATES

DEATH CERTIFICATE OR CONSERVATORSHIP

LETTERS OF AUTHORITY - IF RESTRICTED, MAY NEED COURT ORDER FOR SALE/MORTGAGE

LETTERS OF CONSERVATORSHIP - MAY REQUIRE COURT ORDER FOR SALE/MORTGAGE PR CAN NOT DEED TO THEMSELVES WITHOU A COURT ORDER

1099 FILED IN THE NAME OF THE ESTATE/DECEASED - EIN OR DECEASED SS# NEEDED

**POWER OF ATTORNEY CAN NOT BE USED FOR CONVEYANCE FROM AN ESTATE PROCEEDS CHECK PAYABLE TO THE ESTATE, NOT THE PERSONAL REPRESENTATIVE
MAY REQUIRE CONFIRMATION OF NO ESTATE TAX LIEN

POWER OF ATTORNEY

MUST BE IN RECORDABLE FORM, WILL NEED TO BE RECORDED ENTIRE POA MUST BE PROVIDED

ADDITIONAL DOCUMENTS MAY BE REQUIRED UPON REVIEW

GENERALLY CAN BE USED FOR INDIVIDUALS

CAN NOT BE USED FOR PROPERTY HELD BY AN ENTITY

PROCEEDS CHECK PAYABLE TO PRINCIPAL, NOT THE POWER OF ATTORNEY



REQUIREMENTS FOR A CERTIFICATE OF TRUST



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RECORD A CERTIFICATE OF TRUST, PURSUANT TO MCL 565.431 AND 700.7913, TO CERTIFY THE FOLLOWING:

A) NAME OF TRUST;

B) DATE OF THE TRUST, AND THE DATE OF EACH AMENDMENT TO THE TRUST, IF ANY;

C) LEGAL DESCRIPTION OF THE PROPERTY TO BE INSURED;

D) NAMES AND ADDRESSES OF EACH CURRENT TRUSTEE;

E) POWERS OF THE TRUSTEE(S) RELATING TO REAL PROPERTY AND RESTRICTIONS, IF ANY, ON THE POWERS OF THE TRUSTEE(S) RELATING TO REAL PROPERTY;

F) THE REVOCABILITY OR IRREVOCABILITY OF THE TRUST AND THE IDENTITY OF ANY PERSON HOLDING A POWER TO REVOKE THE TRUST;

G) THE TRUST HAS NOT BEEN REVOKED, MODIFIED, OR AMENDED IN ANY MANNER THAT WOULD CAUSE THE REPRESENTATIONS INCLUDED IN THE CERTIFICATE OF TRUST TO BE INCORRECT;

H) THE AUTHORITY OF CO-TRUSTEES TO SIGN ON BEHALF OF THE TRUST AND WHETHER ALL OR LESS THAN ALL OF THE CO-TRUSTEES ARE REQUIRED TO EXERCISE POWERS OF THE TRUSTEE;

SAID CERTIFICATE MAY BE EXECUTED BY ONE OF THE FOLLOWING:

A) THE SETTLOR OR GRANTOR OF THE TRUST;

B) AN ATTORNEY FOR THE SETTLOR, GRANTOR OR THE TRUSTEE; OR

C) ANY TRUSTEE OR SUCCESSOR TRUSTEE