

VILLAGE OF BIRCH RUN
12060 Heath St., P.O. Box 115
Birch Run, MI 48415
Ph: (989) 624-5711 Fax: (989) 624-9681

Property Information Request

Please complete the following information for all property inquiries and fax to (989) 624-9681. To ensure a timely response, you must complete this form in its entirety.

Title Company Information (to be filled in by Title Company Representative)

Date of Request:	Date of Closing:	Date Request Needed:
Title Company Name:		
Name of Contact:		
Title Company Address:		
City:	State:	ZIP Code:
Phone:	Fax:	Email:

Property Address Information (to be filled in by Title Company Representative)

Property Owner:		
Property Address:		
City:	State:	ZIP Code:
Parcel Number:		

Outstanding Water/Sewer Charges (to be filled in by Village of Birch Run Employee)

Outstanding Water/Sewer Bill: \$	
Water/Sewer Special Assessments: \$	Account Number:

***** NOTE ** A final read and billing will need to be completed at closing to determine the final amount due. New owner will be responsible for establishing new utility account and paying the required utility deposit.***

Outstanding Invoices (to be filled in by Village of Birch Run Employee)

Outstanding Invoices (including Village Special Assessments and Mowing Invoices): \$

Additional Information (to be filled in by Village of Birch Run Employee)

Status of Inquiry (to be filled in by Village of Birch Run Employee)

- Information Sent Back to Title Company
- Denied Due to Lack of Correct Information

Signature (to be filled in by Village of Birch Run Employee)

Information Prepared by:	
Signature:	Date: