

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 Response Needed:	
Info needed for: <input type="checkbox"/> Property Sale	Date of Closing:	
<input type="checkbox"/> Refinance		
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: \$	Paid Thru:
Utility 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): \$

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

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

Information Prepared by:	
Signature:	Date: