



Village of Birch Run
12060 Heath Street
PO Box 371
Birch Run, Michigan 48415
Phone: (989) 624-5711 Fax: (989) 624-9681

PROPERTY INFORMATION REQUEST

Please complete the following information for all property inquiries and fax to the number listed above.
 To ensure a timely response, you must complete this form in its entirety.

TO BE COMPLETED BY TITLE COMPANY REPRESENTATIVE		
TITLE COMPANY INFORMATION		
Date of Request:		
Information Needed for: <input type="checkbox"/> Property Sale	Date of Closing:	<input type="checkbox"/> Refinance
Title Company Name:		
Name of Contact:		
Email Address:		
Phone Number:	Fax Number:	
PROPERTY INFORMATION		
Property Owner:		
Property Address:		
Parcel Number:		
TO BE COMPLETED BY VILLAGE OF BIRCH RUN EMPLOYEE		
OUTSTANDING WATER/SEWER CHARGES		Completed by:
Amount Due: \$	Paid Through:	Account #:
<i>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 a new utility account and paying the required utility deposit.</i>		
OPEN PERMITS		Completed by:
OUTSTANDING INVOICES		Completed by:
TAX INFORMATION		Completed by:

Emailed Faxed Date: _____ Initials: _____