

MIN Assisted Units for Homebuyer Purchase Pre-Closing Information Sheet

Please send via email to Trenton Mitchell (MitchellT13@michigan.gov) no later than two (2) weeks prior to the closing, otherwise it's subject to be rescheduled.

Scheduled date of closing:	
Grant #:	
Property address:	
Appraised value:	
Name of buyer(s):	
Household income:	\$
	# in Household:
Verification of eligibility:	
	<60% AMI OR 61% - 120% AMI
Grantee Name:	
Title company:	
Title company closing agent/ contact person:	
Title company closing agent's phone number & email:	
Title company closing agent's mailing address:	
Is the buyer getting a MSHDA mortgage? If yes, has the Federal Compliance Certification Form been completed?	

Will you be receiving more than \$50,000 in profit at closing? Yes No

Please see page two for Closing Checklist for Grantee's House Closing.

Closing Checklist for Grantee's House Closing

****Please advise that regulatory agreement(s) must be recored with county Register of Deeds prior to closing process. Discharge of construction mortgage CANNOT occur without the regulatory agreement being recorded****

Below are the required documents to be able to close. Please refer to the MI Neighborhood website and/or the Compliance Handbook (also available on the MIN website).

Prior to Closing:

- The Certificate of Occupancy gets submitted.
- The Household Income Certification form gets filled out and submitted.
- The Authorization To Release Information form gets filled out and submitted.
- The Demographic Information form gets filled out and submitted.
- The MIN Pre-Closing form gets filled out and submitted.

Once you've obtained all of the above documentation, please email the complete package to MitchellT13@michigan.gov and copy your champion.

This property is ready for closeout:

Signature:

Print Name:

Date: