

Michigan Department of Labor & Economic Growth
 Bureau of Commercial Services
 Licensing Division
 REAL ESTATE
 P.O. Box 30018, Lansing, MI 48909
 517-241-9232

OUT OF STATE PROPERTY QUESTIONNAIRE

Please return with form BCS/LRE-700, Permission to Sell Out-of-State Property (Michigan Brokers Only). Please answer all questions completely. Using terminology such as "See Attached" or "See Exhibit X" will delay the processing of your application. This form is not required if the development is registered under the Michigan Land Sales Act.

1. NAME OF PROJECT

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2. LOCATION OF PROJECT

Address (Number & Street)	Municipality or Township
County	State & Zip Code

3. SITE INFORMATION

Dimensions: _____ ft. by _____ ft. -or- _____ acres	Present Zoning
Number of Parcels	Distance to nearest Municipality

4. OWNERSHIP INFORMATION

a. Who has fee simple title to the property?	Name
	Address
b. If developer does not own fee, state nature of developer's interest	
c. If developer is purchasing the property on land contract, state name of vendor, amount of unpaid balance, terms and any existing default	
d. List mortgages against property, giving name of mortgagors, unpaid balance, terms, and status	
e. List any other liens, trust, or encumbrances against the property, stating nature and amount	
f. Are taxes fully paid? <input type="checkbox"/> Yes <input type="checkbox"/> No - State fully any delinquencies	

5. PROJECT INFORMATION - Indicate type of project

Is this a planned unit development? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of living units proposed for entire project <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Condominiums <input type="checkbox"/> Apartments <input type="checkbox"/> Mobile Homes
Number of living units in this offering <input type="checkbox"/> Single Family <input type="checkbox"/> Duplex <input type="checkbox"/> Condominiums <input type="checkbox"/> Apartments <input type="checkbox"/> Mobile Homes
For Time-Share or Interval Ownership Offering <input type="checkbox"/> Number of Units <input type="checkbox"/> Number of Interests to be Sold
Type of Ownership <input type="checkbox"/> Lease <input type="checkbox"/> Warranty Deed <input type="checkbox"/> Vacation License <input type="checkbox"/> Interval Ownership Deed <input type="checkbox"/> Other (Explain)

6. ARCHITECT

Name
Address (Number & Street, City, State, Zip Code)

7. ENGINEER

Name
Address (Number & Street, City, State, Zip Code)

8. ATTORNEY-AT-LAW

Name
Address (Number & Street, City, State, Zip Code)

9. ESCROW DEPOSITORY

Name	
Address (Number & Street, City, State, Zip Code)	
Price range of dwellings	Down payment required to be deposited in escrow

10. TITLE

a. Is there an existing title insurance policy on the land and improvements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Has there been a recent title search and attorney's opinion?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
c. Will title insurance policies be issued to owners?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
By whom and in what amount?		

11. SALES

State name and address of the agency or real estate broker who will handle sales in situs state
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12. FINANCING (Construction)

State fully what financing arrangements have been made, including construction loans; state name of mortgagee, amount and terms of mortgage or proposed mortgage
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13. CONSTRUCTION

Name of General Contractor(s)	
Address (Number, Street, City, State and Zip Code)	
Does purchaser receive a completion bond? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide the following information:	
Amount	Surety
Obligee	Coverage
What is the contractor's obligation after completion?	

14.	a. Describe the promotional plan for the sale of the property, including any activities in Michigan
	b. Explain any refund privileges
	c. Explain any prepayment privilege or penalty
	d. Explain any inspection privileges prior to binding contract
	e. List those costs (if any) which purchaser will be required to pay in addition to actual purchase or lease price
	f. List those expenses which a time-share owner will incur: 1. Through the use of his unit: 2. As a part owner of the project:
	g. Describe any special sale inducements, such as bonuses, gifts, travel expenses, housing accommodations, etc:

15. What improvements on property included in this filing have been completed?

BUILDINGS <input type="checkbox"/>	CURBS & GUTTERS <input type="checkbox"/>
DRAINAGE <input type="checkbox"/>	ELECTRICAL SERVICE <input type="checkbox"/>
PAVED STREETS <input type="checkbox"/>	STREET LIGHTING <input type="checkbox"/>
GRADED ROADS <input type="checkbox"/>	TELEPHONE CONNECTIONS <input type="checkbox"/>
SANITARY SEWER <input type="checkbox"/>	WATER MAINS <input type="checkbox"/>
STORM SEWER <input type="checkbox"/>	GAS SUPPLY <input type="checkbox"/>
SIDEWALKS <input type="checkbox"/>	RECREATIONAL FACILITIES <input type="checkbox"/>
OTHERS (LIST):	

16. What improvements are promised by the developer, but not completed?

IMPROVEMENTS	PERCENTAGE COMPLETED	ESTIMATED COST TO COMPLETE	COMPLETION DATE
BUILDINGS <input type="checkbox"/>			
DRAINAGE <input type="checkbox"/>			
PAVED STREETS <input type="checkbox"/>			
GRADED ROADS <input type="checkbox"/>			
SANITARY SEWER <input type="checkbox"/>			
STORM SEWER <input type="checkbox"/>			
SIDEWALKS <input type="checkbox"/>			
CURBS & GUTTERS <input type="checkbox"/>			
ELECTRICAL SERVICE <input type="checkbox"/>			
STREET LIGHTING <input type="checkbox"/>			
TELEPHONE CONNECTION <input type="checkbox"/>			
WATER MAINS <input type="checkbox"/>			
GAS SUPPLY <input type="checkbox"/>			
RECREATIONAL FACILITIES <input type="checkbox"/>			
REMODELING OR REHAB. OF BUILDINGS <input type="checkbox"/>			
OTHERS (List):			

17. a. Have performance bonds or other assurances been posted to assure the completion of the improvement(s) listed?
 Yes No

b. If yes, list improvements covered by such undertaking or obligations:

c. Describe any warranties or guaranties:

18. a. Will funds be escrowed for improvements?
 Yes No

b. If yes, who is the escrow agent?

c. May purchasers funds be used for improvements?
 Yes No
 Explain:

19. Which of the improvements listed in question #16 are or will be serviced or supplied by a public utility?

20.	<p>a. Describe any charges to be made for the maintenance of improvements or common elements:</p> <p>b. Will such be kept in escrow?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, where?</p>
21.	Describe any restrictions on use or resale:
22.	Describe any proposed Rental Pool:
23.	What is the relationship of the management company to the developer?
24.	<p>Does the management company furnish a bond to protect the time-share owners?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
25.	<p>Is the management fee a percentage of the maintenance fees?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

REQUIRED EXHIBIT LIST: Please label each exhibit with the corresponding letter from the required list. Explain any omitted exhibit.

- A. Master Deed, Declaration of Condominium, or comparable instrument.
- B. Documents which conveyed interest to developer.
- C. Copy of any option on the property.
- D. Copy of any restrictions on use (deed restrictions, zoning, ordinances, etc.)
- E. Copy of mortgage commitment, existing mortgage, and proposed mortgage.
- F. Copy of existing title insurance policy or attorney's opinion showing merchantable title.
- G. Copy of commitments to provide title insurance policies to purchasers. (Submit copy of policy form)
- H. Copy of building contract with purchasers.
- I. Copy of contractor's performance bond.
- J. Specimen form of deed, or instrument which conveys interest to purchaser.
- K. Articles of Incorporation of Association of Owners.
- L. By-laws of the Association.
- M. Management Contract.
- N. Map of Development showing dimensions of lots and relation to existing streets and improvements.
- O. Copy of all advertising used or proposed to be used.
- P. Proposed Property Report, following the attached format. (See form BCS/LRE-750)
- Q. Purchase, subscription or reservation agreement.
- R. A statement from a registered engineer concerning the feasibility of private wells or septic systems IF PUBLIC WATER AND SEWER SYSTEMS ARE NOT AVAILABLE.
- S. Current HUD filing, including order of registration and property report.

It is fully understood that additional information may be required.

Dated: _____ SIGNED: _____
(Developer)

BY: _____

TITLE: _____

AFFADAVIT

STATE OF _____)
COUNTY OF _____)

The undersigned, being duly sworn, deposes and says that he/she has executed the foregoing questionnaire for and on behalf of the developer named herein, that he/she is the _____ of the developer and is fully authorized to execute and file such questionnaire including the exhibits thereto, and that to the best of his/her knowledge, information, and belief the statements made in the questionnaire including the exhibits thereto are true, and the copies of the documents submitted herewith are true copies of the originals thereof.

SIGNED: _____ DATED: _____

Subscribed and Sworn to this _____ day of _____, 20 _____

Notary Public

STATE OF _____
COUNTY OF _____