

# First Premier Title Agency

Insurance & Escrow  
"First in Service, First in Trust"

45665 Hayes Road.  
Shelby Township, MI 48315  
Phone: (586) 580- 2138  
Fax: (586) 803- 3925

## DIRECTION TO DISBURSE OCCUPANCY ESCROW

File Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

Seller: \_\_\_\_\_

Buyer: \_\_\_\_\_

In order to facilitate the transfer of keys and/or possession, the Buyer and Seller should:

- 1.) Make arrangements between themselves or with the Listing or Selling Broker for the exchange of key and possessions of property.
- 2.) Notify all utilities to change the name of the service records and advise them of the forwarding address for the final bills.
- 3.) At the time of possession, Buyer and Seller shall exchange signed copies of this form, and checks will be disbursed when signed copy is received by the title company, acting as escrow agent.

The Escrow Agent will hold the funds until it receives written instructions from Seller and Purchaser stating that the property has been vacated and the keys surrendered to either the Broker or the Purchaser and the date the property was vacated and the keys surrendered.

Seller Transferred Keys On: \_\_\_\_\_

Mail Seller's Check To: \_\_\_\_\_

Seller's New Phone Number: \_\_\_\_\_

Mail Buyer's Check To: \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Seller:

Purchaser:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# *First Premier Title Agency*

**Insurance & Escrow**  
*"First in Service, First in Trust"*

45665 Hayes Road.  
Shelby Township, MI 48315  
**Phone: (586) 580- 2138**  
**Fax: (586) 803- 3925**