



14207 Ford Road | Dearborn, MI 48126 | Phone: (313) 846-5200 | Fax: (313) 846-1910  
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## Just a Reminder...

### Utilities Transfers:

At the time of vacating the property after closing, we would like to remind you that all utility accounts should be transferred.

**Seller(s):** Call the gas and electric companies and request final readings. Please be sure to instruct the companies that you **DO NOT** want a shut off.

**Purchaser(s):** Contact the gas and electric companies to open up an account and have service initiated in their name at the new property.

### Local Utility Companies:

Consumers Energy	800-477-5050	DTE	800-477-4747
Great Lakes Energy Cooperative	888-485-2537	Semco Energy Gas Co	800-624-2019
Tri-County Electric Cooperative	800-562-8232		

**Water:** It is the Seller(s) responsibility to obtain a final water bill or current actual reading at the time of vacating or immediately after closing. You may contact your City/Township/Village's water department to order a final water bill read. If applicable, please see the Water Escrow Agreement. **Please note, the water bill must indicate that it is a final read /or special real estate read.**

City of Detroit Final Water Read Request can be made online at [bit.ly/detroitfinalwaterread](http://bit.ly/detroitfinalwaterread).

\*\*\*FINAL WATER BILLS and OCCUPANCY ESCROW AGREEMENTS may be emailed to [ESCROWS@DETTITLE.COM](mailto:ESCROWS@DETTITLE.COM)\*\*\*

### Property Transfer Affidavit (PTA):

**Purchaser(s):** You must file the **Property Transfer Affidavit** received at closing with the City/Township/Village's Assessor's Office. If not filed timely, a penalty of \$5/day (max. \$200) applies for residential, and \$50/day up to \$1000 for commercial applies.

### Principal Residence Exemption (Homestead Affidavit)

**Purchaser(s):** If you are planning to live in the property as your primary residence, make sure to take the original and copy to the City/Township/Village's Assessor's Office after closing. If you own another property in the State of Michigan, that is your PRIMARY residence (and is shown as 100% homestead on your tax bill for that property), you will need to rescind that homestead with the City/Township/Village before making the new property your primary residence.

**Sellers(s):** If applicable, complete and file the **Rescind Principal Residence Exemption(PRE) Affidavit** form provided at closing and submit to your City/Township/Village

Make sure to get a copy date-stamped for your records, or an email response if submitted by email. This is your receipt.

\*\*\*IF THE PROPERTY IS IN THE CITY OF DETROIT, YOU MY SUBMIT BY EMAIL TO [ASSESSORS@DETROITMI.GOV](mailto:ASSESSORS@DETROITMI.GOV) (subject to change).\*\*\*

**Driver's License/Voter Registration:** You may wish to change the address on your driver's license. Please visit your local Secretary of State Office. To find an office near you visit [www.michigan.gov/sos](http://www.michigan.gov/sos).

**Congratulations on your Closing!!**