

FORMS



Secord Township, 1507 Secord Dam Rd
Gladwin, MI 48624
989.426 7445

SECORDTOWNSHIP.US

Secord Township County Escrow Disbursement Request: Tracking Number (Address) _____

1. Property Address, Names & Realtor, And Closing Date:
2. Total Amount Escrowed _____
3. Deduct \$150 County Fee
Balance _____
4. Deduct Contractor Final Invoice(s)
Balance & Copy _____
5. Health Department Letter in compliance.
6. Contractor(s) Address to send check to:
7. *If money is owed It must be paid by individual (s) that placed money in escrow! If balance is left over: 8/9 as applicable.*
8. Deduct Amount Remit To Buyer Name & Address
Balance. _____
9. Deduct Amount Remit To Seller Name & Address
Balance. _____
10. Deduct Amount Remit To Third Party
11. Send Letter 2 Copies To: Joel Vernier Secord Township Supervisor
1507 Secord Dam Road, Gladwin Mi, 48624

Secord Township Supervisor Signature

Date _____

Secord Township Supervisor Joel Vernier
Secord Township Clerk Karen Gawron

Secord Treasurer Cheryl Parmer
Trustees Martin Holmes / Maria Alward



Secord Township, 1507 Secord Dam Rd
Gladwin, MI 48624
989.426.7445

Secord Township County Escrow Account Procedure

WELL & SEPTIC EVALUATION TO: Determine what is needed to bring property into compliance with the Gladwin County Health Department.

1. **Pull permit** Gladwin County Health Department
2. **Obtain Quote** from contractor.
3. **Provide agreement** on who is escrowing the money and who should be paid back any leftover funds.
4. **Read the Gladwin County Escrow Agreement and have it signed below by whomever is going to escrow the funds.**
5. This may be buyer or seller or both.
6. **Provide check**, cashiers, certified or personal with 1 1/2 the amount on the contractor's quote, and **\$150 Country Escrow Fee.** (If job exceeds escrow signature parties pay balance)
7. **Send check, agreement to Secord Township 3 copies** Check made out to Gladwin County Treasurer

Gladwin County Escrow Agreement

Funds placed in escrow with Gladwin County will be held for 24 months .Secord Township requires work to be completed within 12 months. If the Well or Septic or both have not been completed and approved by the Gladwin County Health Department, the funds will be released to the State of Michigan at 24 months and are non-refundable. The Gladwin County Escrow account is set up to enable buyer/seller to be able to close on a property with a commitment to complete the required work as soon as possible. **The Gladwin County Health Department's permit is good for 12 months. Secord Township expectations are that the work will be completed within that period.** The funds will be only disbursed when approved by the Gladwin County Health Department this is not a draw. **Total project must be completed and approved to disburse funds.** If project costs exceed escrow, buyer or seller will be responsible for any overage.

To be signed at closing:

Signature and amount of Buyer escrowing funds:

Signature and amount of Seller escrowing funds:

Signature and amount of Other Party escrowing funds. Total Reimbursement _____ (If known)

Title Company signature or Notary:

Secord Township Supervisor Signature

_____ Date

Current Form as of 9/6/22