



27000 Evergreen Rd
Lathrup Village, MI 48076

Michigan First Escrow Setup Request Form

Please read this form in its entirety to set up an Escrow account for your Michigan First mortgage loan.

Before you apply, your loan MUST meet the following conditions:

- ✓ Escrow Account additions require both taxes and insurance be included.
- ✓ Tax & Insurance payments due within the next 60 days must be paid in full.
- ✓ Homeowners are responsible for paying any association and/or utility fees/dues.

The following documents MUST BE INCLUDED for this request to be completed:

- ✓ A copy of Homeowner’s Insurance declaration page(s) that shows the policy number, expiration date, and yearly premium amount. ****Note*** Declaration must show Michigan First Credit Union ISAOA/ATIMA as the first mortgagee. Your insurance provided will need to add the mortgagee clause if it is not currently included.*
- ✓ Documentation showing the yearly premium is paid in full.
- ✓ Statement from your local property tax office that includes:
 - Amount of annual taxes showing paid to date
 - Due dates of installments
 - Flood Insurance declaration page indicating the yearly premium and that it has been paid in full (if applicable).

If all of the above have been confirmed please complete and sign below.

Loan Number: _____
 Borrower Name(s): _____
 Property address: _____

Signing below indicates you are requesting Michigan First establish an escrow account on your behalf for property taxes and hazard/flood insurance on the property secure this mortgage loan referenced. You understand the addition of the escrows will cause an increase to your monthly mortgage payment and that your payment is subject to change annually based on amounts due.

Borrower Signature

Date

Co-Borrower Signature

Date