

**COMMITMENT PREPARTION INSTRUCTIONS FOR ATG® – WISCONSIN**

**Complete the following information and return to ATG® by fax to 262.347.0110 or by email to wicap@atgf.com.**

Member Name: \_\_\_\_\_ Member No.: \_\_\_\_\_

Firm Name: \_\_\_\_\_

ATG Order No.: \_\_\_\_\_ Member File No.: \_\_\_\_\_  
(if different than ATG Order No.)

**ORDER INFORMATION**

Purchase Price: \_\_\_\_\_

First Lender: \_\_\_\_\_ First Loan Amount: \_\_\_\_\_

Second Lender: \_\_\_\_\_ Second Loan Amount: \_\_\_\_\_

**CLOSING INFORMATION**

Anticipated Closing Date: \_\_\_\_\_

Closing to be Conducted By: \_\_\_\_\_  
(ATG, Member, Lender, Third Party)

**TITLE CHARGES**

	Premium	Portion Retained by Member	Remittance to ATG
Owner's Policy:	_____	_____	_____
Loan Policy:	_____	_____	_____
Search Fee:	_____	_____	_____
SAL:	_____	_____	_____

Endorsements:	Fee	Portion Retained by Member	Remittance to ATG
<input type="checkbox"/> Restrictions, Encroachments, Minerals (Loan Policy Only)	_____	_____	_____
<input type="checkbox"/> Environmental Protection Lien (Loan Policy Only)	_____	_____	_____
<input type="checkbox"/> Location (Loan Policy Only)	_____	_____	_____
<input type="checkbox"/> Other: _____	_____	_____	_____
<input type="checkbox"/> Other: _____	_____	_____	_____

**Total Title Charges:** \_\_\_\_\_

Additional Fees to be Shown on Invoice:	Fee
<input type="checkbox"/> _____	_____
<input type="checkbox"/> _____	_____

**Grand Total:** \_\_\_\_\_

**PROPERTY INFORMATION**

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Parcel Type: \_\_\_\_\_  
(Single Family Residential, 1-4 Family Residential, Commercial, etc.)

Address: \_\_\_\_\_ County: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ P.I.N.: \_\_\_\_\_

**BUYER/SELLER INFORMATION**

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Seller(s): \_\_\_\_\_  
\_\_\_\_\_

Buyer(s): \_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE A**

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1. Effective Date: \_\_\_\_\_

2. Policies to be issued:

Owner's Policy

Proposed Insured:  Buyer  Other: \_\_\_\_\_

Amount of Insurance:  Purchase Price  Other: \_\_\_\_\_

First Loan Policy

Proposed Insured:  Lender  Other: \_\_\_\_\_

Amount of Insurance:  Loan Amount  Other: \_\_\_\_\_

Second Loan Policy

Proposed Insured:  Lender  Other: \_\_\_\_\_

Amount of Insurance:  Loan Amount  Other: \_\_\_\_\_

3. Title is vested in:

Grantee in Document No.: \_\_\_\_\_

Other: \_\_\_\_\_

4. Legal Description:

Use legal description in Document No.: \_\_\_\_\_

See attached copy of legal description.



10. Condominium Property

- This is not a condominium transaction.
- This is a condominium transaction. Include the following:
  - Proof of payment of the following: Unpaid assessments or charges for common expenses, fines, penalties, levies, or costs asserted under the declaration of condominium or any amendments or bylaws adopted pursuant thereto or the Condominium Ownership Act.
  - Release or Waiver of: Option or right of first refusal, if any, to purchase, lease, or otherwise alienate the above described unit in the Association of Homeowners, the Declarant, adjoining unit owners, or any other person. If there is no option or right of first refusal, the Association shall verify to this Company in writing that none exists.

11. Authority to Convey

- No proof of authority to convey is required.
- Proof of authority to convey is required upon the:
 

<input type="checkbox"/> Seller	<input type="checkbox"/> Buyer
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<input type="checkbox"/> Corporation:	<input type="checkbox"/> Active	<input type="checkbox"/> Dissolved	<input type="checkbox"/> Foreign
Resolution to authorize the conveyance:	<input type="checkbox"/> is required.	<input type="checkbox"/> is attached.	<input type="checkbox"/> Other: _____

  
 Limited Liability Company
 

Proof of filing with DFI:	<input type="checkbox"/> is required.	<input type="checkbox"/> is attached.	<input type="checkbox"/> Other: _____
Articles of Incorporation:	<input type="checkbox"/> shall be furnished.	<input type="checkbox"/> have been furnished.	
Operating Agreement:	<input type="checkbox"/> shall be furnished.	<input type="checkbox"/> has been furnished.	<input type="checkbox"/> Other: _____

  
 Personal Representative
 

Domiciliary Letters:	<input type="checkbox"/> shall be filed upon commencement of estate proceedings.
	<input type="checkbox"/> have been filed. Name of Decedent: _____
	County and Case No.: _____
	<input type="checkbox"/> Other: _____

  
 Power of Attorney:
 

<input type="checkbox"/> shall be furnished.	<input type="checkbox"/> has been furnished.	<input type="checkbox"/> Other: _____
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 Bankruptcy
 

Proof of Trustee's appointment and authorization:	<input type="checkbox"/> shall be furnished.	<input type="checkbox"/> has been furnished.	<input type="checkbox"/> Other: _____
Proof of Relief from Automatic Stay:	<input type="checkbox"/> shall be furnished.	<input type="checkbox"/> has been furnished.	<input type="checkbox"/> Other: _____

  
 Trusts
 

Name of Trust: _____
Trust instrument or court authorization to convey real estate:
<input type="checkbox"/> shall be furnished. <input type="checkbox"/> has been furnished. <input type="checkbox"/> Other: _____

  
 Other Authority:
  - The following shall be furnished: \_\_\_\_\_
  - The following has been furnished: \_\_\_\_\_

**12. The following paragraph numbers, identified in the Search Report, shall be included as B-I Requirements. In addition, please indicate any additional Requirements that you want added to this section:**

**SCHEDULE B: B-II EXCEPTIONS**

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Identify all matters that affect the legal ownership to the property. Exceptions need not be addressed prior to closing or issuance of final policy. Some exceptions may be removed from title or insured over if proper documentation is provided

A. Taxes for the year \_\_\_\_\_ and thereafter: *(oldest year in which taxes are due)*

- Taxes for the year \_\_\_\_\_, in the amount of \_\_\_\_\_, are: *(oldest year in which taxes are due)*  
 paid in full    unpaid and due    delinquent and due, plus penalty and interest.
- Taxes for the year \_\_\_\_\_, in the amount of \_\_\_\_\_, are: *(previous year)*  
 paid in full    unpaid and due    delinquent and due, plus penalty and interest.
- Taxes for the year \_\_\_\_\_, in the amount of \_\_\_\_\_, are: *(current year)*  
 paid in full    unpaid and due    delinquent and due, plus penalty and interest.  
 not yet due and payable.

B. Condominium Property

- This is not a condominium transaction.
- This is a condominium transaction. Include the following:
  - Assessments or charges for common expenses, fines, penalties, levies, or costs asserted under the Declaration of Condominium or any amendments or bylaws adopted pursuant thereto or under the Condominium Ownership Act.
  - Covenants, conditions, restrictions, reservations, limitations, uses, agreements, charges, assessments, easements, and other provisions, all contained in the declaration of condominium as recorded in the Office of the Register of Deeds for \_\_\_\_\_ County, Wisconsin, on \_\_\_\_\_, as Document No. \_\_\_\_\_, and bylaws of the Condominium Homeowners Association, and as amended, modified, or corrected.  
*(Please provide data for blanks above, or reference a Paragraph No. from Search Report.)*

C. Include the following as exceptions in the title commitment:

*(For a complete description of each exception and its full language, consult the ATG Underwriting Manual or the ATG Wisconsin Resource Exception Library.)*

- Special charges, fees, or assessments, if any, for work or services provided by the City of Milwaukee, which do not appear on a Special Assessment/Charges Letter obtained from the City of Milwaukee Department of Neighborhood Services.
- Assessments, if any, levied by the \_\_\_\_\_ District.
- Rights of the public and private rights of others entitled thereto in and to the use of the portion of the premises that may be within the boundaries of any highway, public road, street, alley, or other public way.
- Rights of the public in that portion of the Land described in Schedule A as may lie below the ordinary high-water mark, and in the waters of and airspace over \_\_\_\_\_.
- The following paragraph numbers, identified in the Search Report, shall be included as B-II Exceptions. In addition, please indicate any additional Exceptions that you want added to this section:**

D. Include the following notes:

- Note: The Loan Policy, when issued, will contain the Restrictions, Encroachments, Minerals – Loan Endorsement (ALTA 9-06; formerly known as Comprehensive Endorsement), and Environmental Protection Lien Endorsement (EPL) (ALTA 8.1-06), and a Location Endorsement 1 (ALTA 22).
- Note: The Effective Date of the commitment has not been extended to a date subsequent to all of the known recordings as shown herein; therefore, this commitment may not disclose all intervening matters and should not be construed as to extending beyond said effective date.

Comments and/or additional information regarding this transaction:

The undersigned certifies that he or she has reviewed the prior policy (if any), search report, Chain of Title, judgment and lien search, tax information, and title documents on this file and has relied on those items and other personal information to make these underwriting directions

\_\_\_\_\_  
Signature of Member

\_\_\_\_\_  
Date