

# TITLE CHECK, LLC

516 W SOUTH STREET \* KALAMAZOO, MI. 49007-4645  
(269) 226.2600 (vx) 592.5900 (fx)  
<http://www.title-check.com>

4 February 2005

Tony Moulatsiotis  
MUSKEGON COUNTY TREASURER  
990 Terrace St  
Muskegon MI 49442

Enclosed, Tony . . . . .

. . . . . is our proposal to **continue** serving the Office of the County Treasurer as its tax reversion agent.

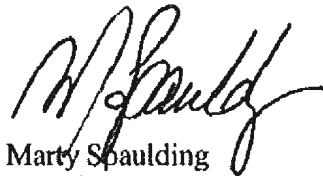
As I have mentioned before, I have supervised every single tax reversion title search in Muskegon County since 1990. You will not find a contractor more experienced in this specialized field than our firm.

In the last 4 years, we have processed nearly 100,000 tax reversions for 63 county treasurers in the State of Michigan. This is our field of expertise, and we are pleased to have earned the reputation we have among your peers.

I would be more than pleased to discuss any facet of this proposal with you, answer questions, or make any adjustments necessary to facilitate a smooth transition from Opt Out to Opt In for your office.

Our firm and your office have worked well together for nearly 15 years. We look forward to continuing that relationship.

Sincerely yours,



Marty Spaulding  
General Manager  
TITLE CHECK LLC

## PROPOSAL SPECIFICATIONS/REQUIREMENTS

### 1. Business Organization

List the full name and address of your organization, including a branch office, and/or subordinate entity that will perform or assist in performing the work stated in your proposal. Indicate whether the firm operates as an individual, partnership, or corporation and the firm's corporate office location, if applicable. List all subcontractors, including name, address and contact person -and a complete description of work to be subcontracted. Include background information on the subcontractor's organization and abilities.

**Title Check LLC**  
**516 W South St**  
**Kalamazoo MI 49007-4645**  
800.259.7470 269.226.2600

A Michigan Limited Liability Company

Some title work may be subcontracted to Exams Express, LLC (Cindy Dieters) 4685 Cascade Rd. Suite 255, Grand Rapids, MI 49546-3785. This contractor has performed nearly all of the Muskegon County tax reversion title work during the last 4 years, and has been a professional title examiner for many years.

### 2. Statement of the Problem

State in concise terms your understanding of the problems or challenges presented by this RFP.

The Muskegon County Treasurer has elected to become the Foreclosing Governmental Unit (FGU) under the tax reversion procedure mandated by Public Act 123 of 1999 ("the Act").

It is the desire and intention of the FGU to contract with an entity to act as its "authorized representative" to perform services including (but not limited to) :

- \* Search real estate and other records to determine parties of interest in reverting lands, as well as the address of the subject property.
- \* Calculate addresses reasonably certain to apprise property owners and interested parties of the pending loss to reversion.
- \* Generate and mail the required notices by certified mail, and receive certifications of delivery or failure of delivery.
- \* Publish substitute service notification for parties not properly served by certified mail noticing efforts.
- \* Provide property inspection / visit service, to inform occupants of the pending foreclosure process, and their rights under the procedure.
- \* Document and furnish evidence of proper completion of any part of the process as required by the Contract Administrator.
- \* Market, auction and generate documents of conveyance for properties foreclosed and sold under the process.

### **3. Management Summary**

**A. Narrative.** Proposals must include a narrative summary of the proposed effort and of the work product that will be delivered. If using subcontractors, indicate their capabilities and agreement to do this work. As indicated above, background must be provided for each potential subcontractor.

Title Check will commence activity upon the furnishing of a list of properties that have become forfeited, subject to redemption, as prescribed by the Act.

This date will be not later than May 1 of each year.

#### **A. Data Conversion**

Title Check will convert the electronic format data provided by the Treasurer into relational database and word processing data files to facilitate its use in the various forms and reports necessary to implement the process.

These databases will be created with "fields" to incorporate additional data regarding parties of interest, alternate addresses of parties of interest, property address and other information acquired during the title and records search process.

This activity will take place at the Central Processing Center (CPC) which is located at the primary location of Title Check, LLC in Kalamazoo MI.

The database will be used to create a Title Search Form which will be furnished to field title examiners operating in each county.

#### **B. Title search**

We anticipate having approximately two field title researchers on this project.

All title searchers will be covered under our Errors and Omissions policy to be issued by the Lloyds, London.

The title researchers in the field will examine the various records designated by the Act, and complete the search form, adding information discovered during their review of records.

Redemption of parcels will be checked on a daily basis pursuant to the conditions of the RFP.

#### **Particular attention will be given to :**

- 1) Determining the identity and whereabouts of officers or agents who act for "business" entities.**
- 2) Determining the "fast and best" known address for parties of interest whose recorded address in title-chain documents may be out of date.**
- 3) Determining evidence of the death of parties of interest, and the identity and whereabouts of their survivors or those entitled to a distribution of their interest in subject properties.**

All parties of interest as prescribed by the Act will be reported on the search forms at their most recent determinable address.

Wherever possible, the title examiners will use public and private tract indexes and mineral abstracts to maximize the accuracy of the title searches.

Title Check has extensive knowledge of private sector resources for information in every county in the State where it is of benefit and has long-established accounts/rapport with private sector tract indexes including :

- \* First American Title Company
- \* Metropolitan Title Company
- \* Guaranty Title Company
- \* Petroleum Title & Abstract - Mineral tract Index

All field title examiners will be trained in the idiosyncrasies of tax reversion title search on an annual basis as necessary.

Searches will be returned promptly upon individual completion to the CPC for data entry and commencement of verification efforts.

### **C. "In house" Examination and verification**

Once the parties of interest have been determined, Title Check "in house" examiner/clerks will use the internet and other database records to attempt to verify the location of all parties of interest.

The internet and database search process will utilize the following methodology:

1) A "city-specific" search will be done to verify whether the party or a party with the same surname or business name is located at the address reported in records.

If confirmed, the correct spelling, address, zip+4 and telephone number will be verified and added to the database for reference.

If unconfirmed, additional research will be conducted including:

- a) Searching a wider geographic area to determine if the party may have relocated to another address.
- b) Determining the current resident of the last known address and contacting them for address forwarding /whereabouts information on the party
- c) Checking motor vehicle, credit and other records to determine whereabouts.

This supplementary information will be added to the database for reference.

2) Any parties whose whereabouts cannot be verified through the processes outlined in the above procedure will be checked against a nationwide database of death records which Title Check has internet access to. This database contains over 65 Million death records and is current to within 30 days of the current date at all times.

**It is our experience from 15 years of tax reversion activity that a substantial number of parcels that proceed through the entire reversion process and are ultimately foreclosed were last owned by deceased parties.**

If a positive or likely match is found in the death records database, Title Check will attempt to ascertain if it is the party of interest :

a) If a Michigan death, the Title Check examiners in the county of last residence/death as well as the county of property location will be dispatched to check local Clerk and Probate records for death certificates and/or Orders Assigning Residue. They will attempt to reasonably calculate that the deceased is the same party as the party of interest. If reasonably verifiable, the informant ("next of kin") or heirs will be referenced in the database.

b) If an out-of-state death, Title Check will attempt to reasonably calculate identity by whatever means are prudent, and will seek the identity of any party (informant, next-of-kin, survivor) noted in such records.

Any alternate parties so discovered will be noticed as "in care of" addresses, or as heirs of the estate as the record(s) may indicate.

Such notice(s) shall be issued in addition to the notice to the party at their last "reasonably calculated" address.

3) All business, "d/b/a", and corporate interests will be checked against the Michigan CIS Corporation, Securities and Land Development Bureau registry for identification and location of registered agent where a viable business address cannot be determined to be in existence.

Title Check will also, as a matter of standard, search county records for any contemporary documents (even if for different property) where unverifiable business interests are the grantor, and will note the identity and address of the parties executing the instrument on behalf of the business entity as officers or agents.

**After suitable research has been conducted into determining the identity and whereabouts of parties of interest, and the databases have been updated to incorporate relevant data, Title Check will generate and mail the certified mail notices required by the Act.**

We estimate mailing date to be approximately December 15 of each year.

Prior to the mailing of the certified mail notices, Title Check sends numerous regular-mailings (address correction requested) to all parties determined to be of interest stating essentially that the property is in the process of foreclosure, that a certified mailing will follow, and that they should redeem the parcel if they wish to prevent its foreclosure.

**This step will dramatically improve the delivery of certified mail notices to correct addresses, as it takes advantage of the postal service forwarding and correction process. Title Check will be advised of bad addresses prior to sending the certified mail notice so that efforts can be made to locate a better address for this critical part of the notice procedure before the attempt is made.**

Title Check also contemplates using occasional direct telephone contact with parties of interest at its option late in the notice process where mail attempts to serve parties has failed.

The regular-mail and telephone contact components of this proposal are voluntary efforts by Title Check to increase redemption and/or proper notification. If the Treasurer determines either of these to have a negative or detrimental effect they will not be done upon direction to the same effect. The specific methodology will be submitted for approval by the contract administrator prior to implementation.

**We believe that because non-tax roll parties may not be aware of tax delinquency until the time of the certified mail notice, particularly where they do not live in the community where the property is located, that these attempts will significantly increase voluntary redemption before final notice.**

**Keep in mind that the certified notice is the first and only notice many parties will have.**

**Getting it to the correct address is critical.**

#### **D. Certified Mail Notice**

Title Check staff at the Central Processing Center (CPC) in Kalamazoo will utilize the updated database to generate the mandated Notice of Show Cause Hearing and Judicial Foreclosure Hearing (LPS 480) within the time parameters prescribed.

**Title Check utilizes laser-printable "one piece" certified mailers, which are approved by the United State Postal Service. These mailers eliminate the potential for "wrong envelope" or "empty envelope" errors.**

The database used to generate notices will also be used to print mail receipt logs to evidence the date and time of delivery and acceptance by the Postal Service.

**Since 2000, Title Check has printed and mailed over 1 Million mailpiece units in pursuance of tax foreclosure.**

All noted printing and mailing machines are "in house" at Title Check, are in merchantable condition, and are paid for free and clear.

#### E. PUBLICATION OF ALTERNATE NOTICE

The utilization of relational database will provide for several different files which will include :

- 1) Parcels which are unredeemed, and
- 2) Parties for which certified mail notice efforts have failed.

A merging of these files will create the body of the alternate notice publication, and will also be used to generate publishers affidavit forms.

#### Qualifying publications

The Muskegon Chronicle appears to qualify as proper venue for legal notice, and will likely be selected for the display of this published notice pursuant to the requirements of the Act and MCL 211.65 as applicable.

We estimate each parcel that requires published notice to require approximately 1 folio of space as defined in MCL 211.65 on an average.

It is important to note that the Publishers charge for their affidavits, and that this is not a standard or regulated rate.

**We anticipate the 3 required publications to take place in January each year, during the 3 weeks prior to the show cause hearing.**

#### F. EVIDENCING & PERMANENT RECORDS

The RFP requires Title Check to furnish evidence of the process to the contract administrator as well as provide the same for use in the judicial foreclosure hearing.

Presumably a permanent record in a common archival format is preferable.

Title Check proposes to copy all databases it creates in CD-ROM format and to provide a copy to the contract administrator and each County Treasurer as applicable.

#### G. MARKETING, SALE AND CONVEYANCING OF PROPERTIES

Title Check conducts live, on-site property auctions, with simultaneous real-time internet auctions on eBay.

**Title Check is the only entity in the world that conducts live real estate auctions on eBay.**

We have also developed a software product that allows for streamlined processing on auction day to collect deed information and perform settlement and reporting functions.

**B. Previous Experience.** This section is for indicating your firm's previous experience and history of involvement with the type of work described in this RFP. Proposals must include project descriptions, costs, as well as start/completion dates of finished projects relevant to the RFP. Additionally, include client firm name, address, telephone number, and appropriate point of contact.

## A. Experience

### History : 1989 to 2000

Title Check, LLC is the successor company to Martin J. Spaulding d/b/a Michigan Title Services, a sole proprietorship.

During the 1990s, we acted as the title search contractor for the State of Michigan, Department of Treasury, Local Property Services for nearly every State-owned reverted parcel in 81 Counties.

**Between 1989 and 2000, we contracted with Treasury for  
15,743 title searches on tax reverted property.**

In addition to contracting with the Department of Treasury, we were also the primary title search and notice contractor for nearly every major private tax lien buyer active in the Michigan tax lien sales.

These clients included:

**FIRST UNION NATIONAL BANK (FUNB) and  
CAPITAL ASSET RESEARCH CORPORATION**  
3950 RCA Boulevard, # 6001  
Palm Beach Gardens, FL, 33410-4227

We conducted all of CARCs title searches for three of the four years they were active in Michigan lien purchases. This included approximately 2,500 parcels.

**EQUIVEST FINANCIAL/EQUIFUNDING/OTTACO INC.**  
241 E. Saginaw Highway  
Lansing, MI, 48826-4010

We conducted substantially all of this groups tax reverted parcel title searches for about 3 years, from 1995 to 1998.

**RTL TRUST/PARTNERS**  
1650 SE 17th Street Causeway, # 204  
Ft. Lauderdale, FL, 33316-1735

During the period from 1995 to 1997 we conducted nearly 1,200 searches for this tax lien buyer, again simultaneous with our schedule mandated by Treasury title search assignments.



### **TWENTY FIRST ENTERPRISES, LLC**

4307 Boston Harbor Rd, NE  
Olympia, WA. 98506

In late 1998 we were contacted by Dick Metz, the principal of TFE regarding tax lien foreclosure services. He had purchased a substantial number of tax liens at the '96 and '97 sales, and much like CARC and RTL was discovering that it wasn't as "easy" an investment as it was made out to be.

Although small in comparison to the several clients we have previously outlined, the tasks involved were much more comprehensive, and included property inspection and valuation, pro-persona Quiet Title filings in Circuit Court, evictions and other possessory proceedings, property management and sale.

### **CAMERON MANAGEMENT GROUP**

6115 28th Street, SE # 105  
Grand Rapids, MI.

Dan Cameron was active in purchasing primarily Oakland and Wayne County liens from the early 1990s to 1999. We conducted approximately 500 searches for Cameron Management in the period from 1996 to 1999.

### **MARILYN KREMEN**

39500 W. 14 Mile Rd, # 330  
Walled Lake, MI. 48390

Marilyn Kremen, by comparison, is a small volume tax lien purchaser, but we served her with title reports/foreclosure processing in counties all over the state for approximately 4 years.

### **SUNTRUST BANK / HEARTWOOD '88**

Fort Lauderdale, FL.

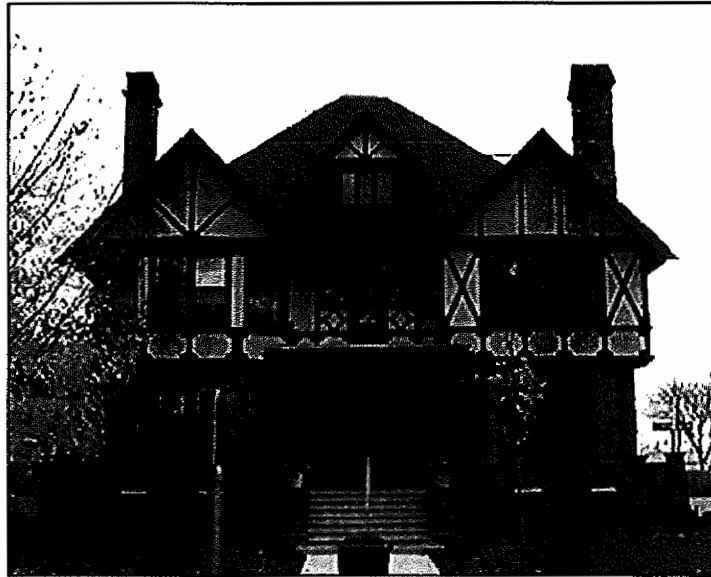
Heartwood purchased a large portfolio of liens at '98 sales and we performed title searches on several hundred parcels for them during a brief period from 1999 to 2000.

We have also provided minor services to Michigan lien buyers including

Joseph & Steve Eifelt, Lee Zavadil, Geraldine Littig & Linda Metaxas, Earl Magoun, and Taxvest Limited Partnership.

We believe a reasonable estimate of Michigan tax reverted title searches in the 1990's would approach 22,000 units.

TITLE CHECK LLC  
Administrative Offices



The John F. Gilmore House  
516 W South Street, Kalamazoo MI 49007

This English Tudor home was built for John F. Gilmore, founder of Gilmore's Department Store. Completed in 1908 Gilmore was to die before moving in. John's wife, Carrie would live in the house before marrying neighbor William E. Upjohn. The home was eventually donated to the Red Cross, which used it as a regional office from the late 1960's until 1997.

The home was completely restored in 1977 by the Red Cross, and again in 1999.

It became the offices of Title Check LLC in 2004, and houses nearly 12,000 square feet of staff workspace, print and mail shop, and file archive.

### History : 2000 to 2005

**In 2000, we were awarded the Department of Treasury contract to perform full foreclosure services for the 51 "opt out" counties under PA 123. Simultaneously, we entered into direct contracts with approximately 10 "opt in" treasurers to perform similar services.**

During the period 2000 to 2005, we managed a foreclosure inventory of in excess of 20,000 parcels annually in 63 Michigan Counties.

This included all facets of the foreclosure, including title research, noticing, property inspections, administration, and property liquidation auctions.

Our experience includes full foreclosure processing of over 25,000 parcels of land, mailing over One Million notices, and liquidating Millions of dollars of property at auction.

**NO OTHER ENTITY COMES CLOSE TO OUR EXPERIENCE, EITHER GEOGRAPHICALLY OR IN VOLUME IN THE FIELD OF MICHIGAN TAX REVERSION TITLE RESEARCH AND FORECLOSURE.**

### B. Facilities and Technology

Title Check is located in Kalamazoo MI. Our offices are located at 516 W South Street, in the historic "Gilmore" House, which is located in a National Historic District.

Our operation utilizes nearly 12,000 square feet, and includes executive and management offices and a modern well equipped print and mail shop.

Title Check also utilizes the Internet as a method for both information and communication.

### C. Established Procedures, Methodology and Knowledge

Conducting 100,000 tax reversion title searches over a period of almost 15 years gives us another distinct advantage.

In situations dealing with many property owners, from banks and tax lien buyers to major landlords and "shell" companies, we have already done the homework to know who these parties are, where they can be located, and their preferred address for service.

In this day when banks change names almost weekly, we have a database of history in this area alone that would take an inexperienced contractor years to develop.

We also have the experience no other contractor can claim in having worked in every courthouse in the State for many years. We have first hand knowledge of procedures and idiosyncrasies particular to certain counties that, again, would take another contractor years to develop.

We also have established many professional relationships with county and local government officials that know and trust us.

Yet another, and perhaps the most important benefit of our experience is the networking we have accomplished with other independent title examiners.

Our years of experience has created many personal and professional relationships with experienced, qualified free-lance title examiners in every corner of the State.

**C. Project Staffing.** Bidders must have the ability to staff a project team with the talent and expertise in the field of title search processing for delinquent tax properties. Provide a breakdown of your work team, including key management, professional and support staff. Explain where this staff will perform their duties. Identify key individuals by name and title. Indicate the amount of dedicated time by the project manager and other staff. Resumes are required for proposed personnel.

#### **A. Key Management Staff**

##### **Martin J. Spaulding - General Manager - Project Manager**

Martys role in Title Check will include Field Examiner training, personnel management, policy and procedure determination, client relations and overall direction of day-to-day financial affairs of the business.

He is the authorized representative of the business in all contractual matters as well.

His involvement in Michigan tax sale pursuits began as a lien buyer in the early 1980s.

His experience, as noted in the last section of this proposal, includes **personally** performing over **22,000 title searches** on tax reverted parcels in the State of Michigan in the 1990's for not only the Treasury Department, but also nearly every substantial private tax lien purchaser operating in Michigan during that period.

Prior to activity in tax lien processing and title search, he was a commercial real estate agent in Traverse City, MI and also managed REO (Real Estate Owned) repossessed property for lenders including HUD, Farmers Home Administration and several commercial lenders.

##### **Thomas E Willard - Operations Manager**

Tom supervises day-to-day processing and procedural questions within the title and noticing staff at Title Check.

Prior to his affiliation with Title Check, he spent **35 years** as a manager in the Michigan Department of Treasury, Local Property Services Division, which co-ordinated many intergovernmental taxation issues, including tax reversion of lands. For most of this period of time, one of Toms primary job duties was overseeing the title and noticing process for all 83 Michigan Counties in tax foreclosure.

His many years of experience at LPS brought very valuable skills and knowledge to his current position with Title Check.

## **B. SUPPORT MANAGEMENT STAFF**

### **Michael Hopwood - Business Manager**

Mike oversees daily financial and accounting matters at Title Check. He comes to us after military service, and is currently seeking his degree as a Certified Public Accountant at Western Michigan University.

He has been with Title Check since 2001.

### **Nathan Burns - Data Systems Supervisor**

Nate maintains Title Checks database, file conversion, and network components. He also oversees printing, mailing and

He is a graduate of Michigan Tech in Houghton, and has been with Title Check since 2000.

### **Alex Middleton – Auction Events Technical Support**

Alex co-ordinates the online auction activity and maintains [www.tax-sale.info](http://www.tax-sale.info) which is our marketing tool on the internet. Last summer he wrote a new database management software program which Title Check will put into use in the Spring of 2005.

He works with us during the summer auction months, and attends Dartmouth University during the winter months majoring in Political Science and Law. He has been with us since 2002.

### **Kyle Roslund – Special Projects Manager**

Kyle wears many hats at Title Check, and is often delegated roles in implementing projects such as inspections, auction staffing and similar tasks. He is a graduate of Western Michigan University with a degree in Geology, and has been with Title Check since 2004.

## **C. SUPPORT STAFF**

Title Check employs approximately 8 regional managers and 10 staff clerk/assistants. We generally assign "teams" to work regional areas, and Muskegon County has been managed by Shana Merriweather since 2000.

### **Shoshana Merriweather – Regional Manager**

Shana is the most senior of the Title Check regional managers, having started with us in 1999. Since then, she has managed a region that includes Muskegon, Kent, Ottawa and Oceana Counties. Her annual project is to supervise the foreclosure of approximately 4,000 parcels in this region.

### **Ishallove Harper – Clerical Assistant**

Kandy assists Shana in the daily processing of incoming title work, mailings and taxpayer contact. She has been a member of the Title Check team since 2002.

#### **4. Bidder's Contact Person**

List your firm's authorized contact person (name & telephone number etc.) for a potential contract related communication.

**Marty Spaulding – General Manager**  
269.226.2600 x25  
800.259.7470 x25  
269.491.2071 (cell)  
269.592.5900 (fax)

#### **5. Cancellation**

Cancellation of the agreement by either party may be for default. Default is defined as the failure to fulfill the obligations of the agreement. Prior to any cancellation, the party in default shall be given 15 days from the mailing of a certified notice of same to cure any default and the agreement shall remain in full force and effect.

In the event the Treasurer no longer needs the services due to changes in laws, rules or regulations beyond its control, or because it no longer desires the services or if the contractor no longer desires to provide said services, either party may cancel the agreement by giving the other party written notice of such cancellation 30 days prior to the date of termination. No such termination for other than default is allowable within 90 days prior to the next March 1.

#### **6. Additional Information and Comments**

Bidders must indicate the extent to which title commitments will be provided. Also, list here any other pertinent information that communicates how your proposal addresses the requirements of the RFP.

Title Check is a licensed Title Insurance agent of First American Title Insurance Company. We are able to offer Title Insurance to auction purchasers, at the own option and expense, by having properties "certified" by Tax Title Services of Costa Mesa CA.

Title Check performs its auctions at no cost to the Treasurer by charging the auction purchaser a "Buyer Premium" of 10% in addition to the sale price. This is a customary method for liquidating government reverted lands. The buyer is also charged a \$20 fee for the processing of the deed, which includes the recording fees of the Muskegon County Register of Deeds.

**7. Price Proposal**

Proposals must provide segregated prices for tasks 2A through 2P in the Tasks section. Costs will be reported and paid on actual activity per parcel. All prices and costs quoted in a bidder's response to the RFP will be firm for the contract period.

The objective of the Treasurer is to select one contractor to be responsible for all the work outlined in this RFP. Therefore, in order to be considered a responsive bid, proposers MUST include prices for ALL enumerated tasks. There is no provision for performing selected portions of the tasks.

We are attaching the segregated task pricing schedule from the RFP.

To simplify the explanation of pricing, it is clearer to summarize it as follows :

New parcels (not forfeited in prior years – no existing title search file) \$139
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Recurring parcels (existing title search file to be updated) \$99
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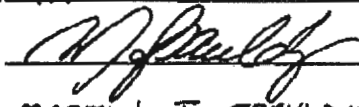
These charges include all tasks enumerated in the RFP 2A to 2P.

An annual "administration fee" of \$74 is charged in 1/12<sup>th</sup> installments based on the number of parcels assigned by the Treasurer.

Title searches are invoiced at the New Parcel rate (\$65) or the Update rate (\$25) at a time when the title research activity has begun. The file is checked for redeemed parcels prior to generating an invoice amount.

**PROPOSAL CERTIFICATION**

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies, equipment or service, that it meets or exceeds all the specifications contained herein, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law, and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of this proposal, all specifications as stated, all bid prices, and certify that I am authorized to sign for the bidder.

Vendor: TITLE CHECK, LLC  
Street Address: 516 W. SOUTH ST.  
City/State/Zip Code: KALAMAZOO MI 49007-4615  
Phone No.: 800.259.7470 269.226.2600  
Fax No.: 269.592.5900  
E-mail: marty@title-check.com  
Web Site: www.title-check.com www.tax-sale.info  
Signature:   
Signer's Name Printed: MARTIN J. SPAULDING  
Title: GENERAL MANAGER  
Date Certified: 02 FEB / 2005



**PROPOSAL SUMMARY**

Total cost for service per the conditions and specifications/requirements in this proposal.  
 State costs for tasks 2A through 2P as outlined in this proposal.

Tasks: BASE PRICE PER PARCEL - \$74<sup>00</sup> - INVOICED IN 1/12TH MONTHLY AMOUNTS

2A	\$ <u>INCLUDED IN BASE PRICE</u>	2I	\$ <u>ACTUAL COST OF PROCESS SERVICE</u>
2B	\$ <u>INCLUDED IN BASE PRICE</u>	2J	\$ <u>INCLUDED IN BASE PRICE</u>
2C	\$ <u>65<sup>00</sup> NEW POL \$25<sup>00</sup> UPDATE</u>	2K	\$ <u>INCLUDED IN BASE PRICE</u>
2D	\$ <u>INCLUDED IN BASE PRICE</u>	2L	\$ <u>INCLUDED IN BASE PRICE</u>
2E	\$ <u>ACTUAL COST OF POSTAGE + .25 PER 2M</u>	2M	\$ <u>INCLUDED IN BASE PRICE</u>
2F	\$ <u>INCLUDED IN BASE PRICE</u>	2N	\$ <u>COST TO BE PAID BY PURCHASER (BUYER PREMIUM)</u>
2G	\$ <u>ACTUAL COST OF PUBLICATION</u>	2O	\$ <u>COST TO BE PAID BY PURCHASER (OPTIONAL)</u>
2H	\$ <u>INCLUDED IN BASE PRICE</u>	2P	\$ <u>COST TO BE PAID BY PURCHASER (COLLECTED AT AUCTION)</u>

**ADDENDUM RECORD**

Please initial below acknowledging receipt of any addendums (give number and date of each).  
 If none were received, please indicate this as well.

Addendum Number	Addendum Date	Initials
<u>NONE RECEIVED AS OF 2/2/5</u>	_____	_____
_____	_____	_____
_____	_____	_____

Company Name TITLE CHECK LLC  
 Signature *M. J. Spaulding*  
 Printed Name MARTIN J. SPAULDING

**REFERENCES**

The vendor must furnish at least three (3) references from persons who can attest to the quality of prior work performed:

1. Company Name: GENESEE COUNTY TREASURERS OFFICE  
Street Address: 1101 BEACH ST.  
City/State/Zip Code: FLINT MI 48504  
Contact Person: DAN KILDEE - TREASURER  
Phone No.: 810-257-3059
  
2. Company Name: MICHIGAN DEPT OF TREASURY  
Street Address: TREASURY BUILDING - 430 W. ALLEGAN  
City/State/Zip Code: LANSING MI 48933  
Contact Person: SCOTT LONBERGER - FMR. CONTRACT ADMINISTRATOR  
Phone No.: 517-241-4890
  
3. Company Name: KENT COUNTY TREASURERS OFFICE  
Street Address: MONROE ST. - P.O. BOX "Y"  
City/State/Zip Code: GRAND RAPIDS MI 49501  
Contact Person: STEVE ORCHARD - DEPUTY TREASURER  
Phone No.: 616-336-3641

**Exercise of Option to Extend**  
**CONTRACT TO PROVIDE SERVICES**

This contract is entered into effective the 1<sup>st</sup> day of May, 2009 by **Title Check LLC**, 516 W. South Street, Kalamazoo, MI hereinafter called the "Contractor" and the **Muskegon County Treasurer**, 990 Terrace, Muskegon, MI 49942 hereinafter called the "Treasurer/FGU".

The Contractor and the Treasurer/FGU executed a contract for tax reversion services in 2005 and said contract contained a clause providing for the option to extend the contract for up to 5 years.

In consideration of the exercise of such option through April 30, 2014 by the Treasurer/FGU, the Contractor is providing a discount of 7% for administrative fees and title research charges during the term thereof.

If the term of the renewal is less than 5 years, the balance unused remains as unused renewal option at the discretion of the Treasurer/FGU at the conclusion of this extension.

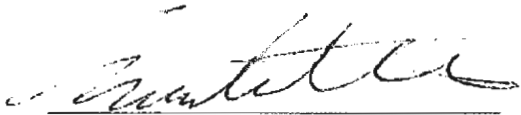
Additionally, the contractor shall provide at no additional charge, should the Treasurer/FGU choose to use them, the additional services of Land Bank Management and printing of the February 1<sup>st</sup> certified mail notices.

All other terms of the renewed contract remain the same.

In witness whereof the parties have caused the Contract to be duly executed, intending to be bound thereby.

**Muskegon County Treasurer**

**TITLE CHECK, LLC**



**Tony Moulatsiotis**  
Muskegon County Treasurer

  
**Martin J. Spaulding**  
General Manager

Date: *July 20, 2009*

Date: