

Listing Appointment SELLER CHECKLIST

Sellers Contact Information

Name: _____

Address: _____

Phone: _____

Email: _____

Preferred method of contact: _____

Marital History since acquisition of property

Marriage? ☐ Yes ☐ No

If yes, Spouse's Name: _____

Date of Marriage: ____/____/____

Did spouse live in property?

☐ Yes ☐ No If yes, include on Contract.

Divorce?

☐ Yes ☐ No If yes, County/State _____

When: ____/____/____

Death? ☐ Yes ☐ No

-If yes, need copy of Death Certificate.

Is there a Will? ☐ Yes ☐ No

- If yes, was it probated? ☐ Yes ☐ No

How is Title held?

Trust, LLC, Corp., etc.? ☐ Yes ☐ No

If yes, need copy of Trust Agreement or LLC/Corp. Documents.

Bankruptcy? ☐ Yes ☐ No

If yes, County/State: _____

When: ____/____/____

Party to any Lawsuit? ☐ Yes ☐ No

If yes, please include details on a separate page

Are you a Citizen of the U.S.A.? ☐ Yes ☐ No

If no, do you have a Green Card? ☐ Yes ☐ No

If you are not a U.S. Citizen, but you have a U.S. tax identification number, please write it in:

Details for Closing

Will any party be signing with a power of attorney?

☐ Yes ☐ No

Remote closing ☐ Yes ☐ No

Existing Survey?

☐ Yes ☐ No Legible? ☐ Yes ☐ No

☐ All sellers have signed and notarized the T-47

Residential, Fixture, & Natural Resource Leases

Residential lease on the property? ☐ Yes ☐ No

If yes, lease end date: ____/____/____

Will need copy of lease agreement.

Fixture lease(s) on property? ☐ Yes ☐ No

Will need copy of fixture lease agreement(s).

If yes, which fixtures are leased?

☐ Solar Panels ☐ Security System

☐ Propane Tank ☐ Other _____

☐ Water Softener

Natural Resource Leases ☐ Yes ☐ No

Need copy of lease agreement.

Is the property located in a: ☐ MUD ☐ PUD ☐ WCID ☐ PID

*Don't forget the notice

Mortgage Info

Current Estimated Payoff: _____

Delinquent on Payments?

☐ Yes ☐ No If yes, how far behind? _____

Have you asked for assistance due to delinquent payments?

☐ Yes ☐ No

If yes, has it been repaid?

☐ Yes ☐ No

Short Sale? ☐ Yes ☐ No

COVID-19 Mortgage Relief? ☐ Yes ☐ No

Homeowners Association

HOA? ☐ Yes ☐ No

If yes, what are all of the fees associated with the sale of this property?

Resale Package \$ _____ Transfer Fees \$ _____

Deposit for Reserves \$ _____ Other \$ _____

Management Company: _____

Phone number: _____

Are dues current? ☐ Yes ☐ No

How often Assessed?

☐ Yearly ☐ Monthly ☐ Quarterly

