



LISTING PREPARATION CHECKLIST (GA)

Property & Ownership

- Copy of a valid government-issued photo ID for all owners
- Names and contact information for all owners on title
- Confirmation of how the property is currently titled (individual, joint, trust, LLC, etc.)

Mortgage & Financial Information

- Most recent mortgage statement(s)
- Current payoff balance(s), including second mortgages or HELOCs (if applicable)
- HOA dues amount and frequency

HOA / Condo Documents (if applicable)

- HOA or condominium contact information
- Monthly HOA fee and what it includes
- Any known rental restrictions, assessments, or special fees

Property Details

- Year purchased and approximate purchase price
- List of recent upgrades, renovations, or major repairs (with dates if possible)
- Age of major systems (roof, HVAC, water heater, appliances)

Disclosures & Documents (Georgia Required)

- Complete Seller's Property Disclosure - **See Attached GAR Form F301**
- Complete Community Association Disclosures - **See Attached GAR Form F322**
- Copies of surveys, floor plans, or prior appraisals (if available)

Utilities & Access

- Average monthly utility costs (optional but helpful for buyers)
- Contact information for all Service Providers (gas, electric, water, trash, cable, etc.)
- Preferred showing instructions and any access codes or lockbox considerations