

HOME SELLER'S *Guide*



PRESENTED BY FIRST ARIZONA TITLE AGENCY



FIRST ARIZONA
TITLE AGENCY

DirectRE™

First Arizona Title Agency has an advertising relationship with this real estate agent. There are many title and escrow companies in Arizona and we would recommend that you shop for a title and escrow company before making a selection.



FIRST ARIZONA™
TITLE AGENCY

DirectRE™



FIRST ARIZONA TITLE OFFICE LOCATIONS



SCOTTSDALE MAIN OFFICE

6263 N Scottsdale Rd
Suite #190
Scottsdale, AZ 85250
480.385.6500

CHANDLER

2121 W Chandler Blvd
Suite #100
Chandler, AZ 85224
480.385.6400

ARROWHEAD

16155 N 83rd Ave
Suite #105
Peoria, AZ 85382
623.385.1000

MARICOPA

21300 N John Wayne
Pkwy
Suite #102
Maricopa, AZ 85139
520.518.5222

GOODYEAR

1616 N Litchfield Rd
Suite #110
Goodyear, AZ 85395
623.385.1050

GILBERT/ SAN TAN

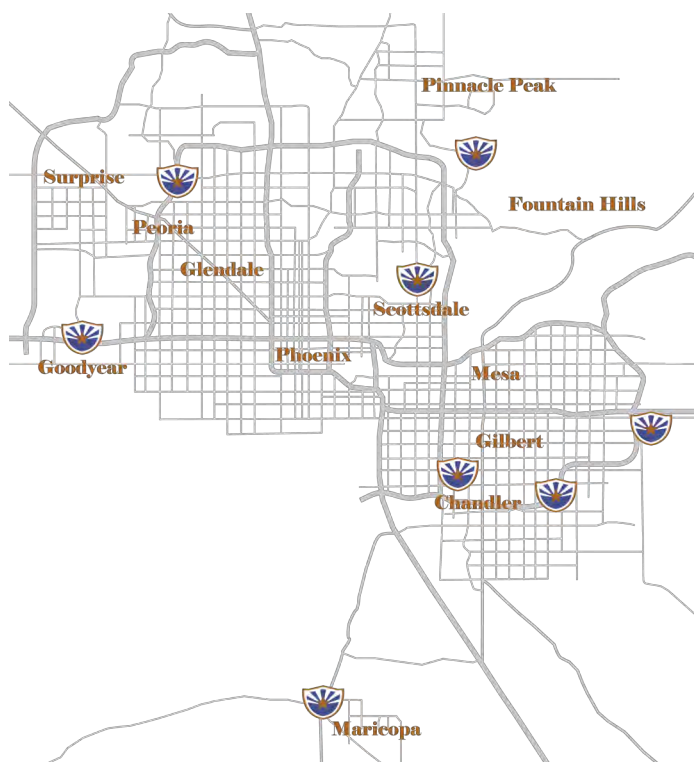
1952 E Pecos Rd
Suite #103
Gilbert, AZ 85295
480.385.6524

PINNACLE PEAK

18835 N Thompson Peak Pkwy
Suite #C-110
Scottsdale, AZ 85255
480.385.6530

GATEWAY/ MESA

3035 S Ellsworth Rd
Suite #128
Mesa, AZ 85212
480.385.6300





YOUR REAL ESTATE AGENT

SELECTING YOUR AGENT

will be one of the most important decisions you will make when looking to sell a home.

THINK ABOUT IT

You are on the verge of spending an astronomical amount of money on something that you will have to look at and live in every day. Wouldn't it make sense to seek advice and wisdom from someone with first hand experience in the whole process?

THE BENEFITS

Working with a professional real estate agent is beneficial for several reasons.

They can:

- ...easily obtain information on all properties listed for sale.
- ...set appointments for you to see homes that interest you.
- ...help you complete the necessary paperwork when you make an offer.
- ...help you arrange for financing.
- ...negotiate with experience.

They know how to talk-the-talk.



PRIOR TO LISTING

THE FIRST IMPRESSION IS THE MOST IMPORTANT ONE

Make it squeaky clean! It is better that buyers think of fitting the table in the kitchen than how much “work” needs to be done before they can even move in! Freshly painted walls and doors will make an impact and provide a good return on dollars spent. Ask your REALTOR® for specific advice, as they know what your competition is in the marketplace.

HERE IS A LIST OF “MUST DOS” FOR EVERY SELLER

- Keep the front yard neat and trim shrubs so buyers can see your home.
- Paint the front door and polish or replace the hardware and front door mat.
- Make sure your doorbell is working.
- All outside lighting should be clean and working (NO cobwebs!)
- Repair exterior wall cracks and paint the house if needed. It is money well-spent.
- Clean the driveway and garage of any stains and remove all boxes in the garage to a storage unit or attic.
- Garage door should work smoothly. Shampoo/replace the carpet - neutral colors sell far faster than mixed colors.
- Clean the floors, particularly the grout on the tile flooring.
- No squeaky windows or doors.
- Wash the cabinets inside and out.
- Tighten all cabinet doors and door knobs.
- Paint the interior of the home a light neutral or white color. The home will appear larger as well as clean.
- Windows should sparkle. Clean window coverings and wash the blinds or shutters.
- Repair leaking faucets and caulk bathtubs and showers.
- Be sure all toilet seats look new and are firmly attached.
- Replace shower curtains and fluff the bath mats.
- Repair noisy ceiling or ventilating fans.
- Kitchen appliances should be spotless.
- Pack away and remove all photos, nick-knaks, and collectibles.
- Extension cords and power strips should be kept clean and working properly
- Paint or replace fences, gates, latches (if needed).



SETTING UP THE PRICE

THE LIST PRICE FOR PROPERTY IS CRITICAL TO THE SALE

Pricing must be competitive to catch a prospect's attention and will be more accurate with REALTOR input familiar with property values, market trends, practices and competition because REALTORS...

They can:

- ...preview homes for sale regularly.
- ...watch daily for new listings on the market.
- ...understand what makes them sell quickly.
- ...know what buyers will find most appealing.
- ...know how to help you show a home's best features.
- ...know current selling prices for comparable properties.
- ...are unbiased providing objective opinion

REALTORS WILL PROVIDE

comparable sales (which will compare list prices to actual selling prices), as well as houses which were listed but did not sell (listing expired due to condition or pricing) to help make an informed decision because purchasers quickly realize value. Purchasers have seen other properties with different amenities. This will also give you negotiating room. If the price is not realistic, it may reduce prospects because price is beyond reach.

Listing too high may cost you money when it's reduced over and over again in order to entice a buyer. Your first few weeks are critical to receiving the best market exposure and the best price.



TIPS FOR SHOWING YOUR HOME

THIS IS EXTREMELY CRITICAL

Consult your Real Estate Professional to make the best impression on a prospective buyer. Keep your home clean, neat, and clutter-free as well as in good repair at all times. First impressions are everything!

- Even a slightly messy home will make a buyer look for every flaw.
- Clear all clutter from kitchen and bath counter tops-no more than 3 items per surface
- Raise window shades, open blinds, open draperies, and turn on the lights.
- Eliminate all tobacco and pet odors.
- Always leave the house and take pets with you during a showing. Clean litter boxes before you leave.
- Empty and clean trash and waste paper containers and place them out of sight.

- Keep the garage door closed and the driveway empty.
- Wipe kitchen and bath sinks, tub or shower and polish metal to a bright shine.
- Make all beds.
- Closets need to be clean, look spacious and organized, including the pantry.
- Toss newspapers in the container outside

CONSULT YOUR REAL ESTATE PROFESSIONAL

about furniture staging suggestions to make your home appear larger to buyers and use the service of a professional if necessary.



THE OFFER PROCESS &

APPRAISAL

UNDERSTANDING THE OFFER PROCESS

and appraisal is necessary when selling your home. Be sure to consult your Real Estate Professional if you have any questions regarding both subjects.

THE OFFER PROCESS

Once a buyer has made the decision to purchase your home you need to understand what will happen in the offer process. All offers made on a property must be in writing. A purchase contract, signed by the buyer, is needed to present the offer to you. A REALTOR must present all offers.

- Your agent will prepare an estimated cost sheet that will give you an idea of your closing costs.
- You and your agent will review an offer to purchase your property, discussing your options to help you make an informed offer to either accept, or prepare a counter offer.
- Your agent will present the counter offer, if necessary, the buyer's agent.
- If you decide to accept the offer you will then start the closing process.

- If you prepare a counter offer it's now up to the buyer to decide to accept, reject, or counter the offer.

APPRAISAL

When Securing a new loan to buy your home, your buyer's lender will require an independent, licensed appraisal to determine fair market value of the property. Appraisers research similar properties sold in the past 180 days for size, age, construction and amenities. It is a challenge when properties sell very quickly or slower due to market conditions.

Appraisers set appointments and may take 30 minutes to an hour or more of your time to view the property for appraisal. He or she measures your home, draws a representative floor plan, photographs the residence inside and out and notes property condition, specific improvements, and amenities. Help the appraiser yourself by providing a list of improvements/remodeling projects completed since your purchase with an approximate dollar amount for each. Remodeling projects rarely bring full return on investment, however, a list will ensure the appraiser is aware of improvements made to the property.

Appraisers provide a report to the lender within a few days. You are notified should the lender require repairs prior to making a loan on the home. If required, by contract repairs must be made. The appraiser will return to review repairs and a re-inspection fee will be charged.



EXPLAINING ESCROW

Buying or selling a home or land usually involves the transfer of a large sum of money. As a buyer or seller, you want to make sure that all the conditions of the sale have dictated that money and all related documents be transferred through a neutral third party.

**THIS IS
CALLED
ESCROW.**

IN ARIZONA, ESCROWS ARE PROCESSED BY ESCROW OFFICERS.

Most of these are employed by title companies. Escrow Officers are people who have years of hands-on experience in handling all types of documents and the large sums of money involved in transferring real property.

The Escrow Officer serves as the neutral “stake holder” and the communication link to all parties in the transaction.

The escrow Officer hold all documents and money until all conditions of the sale are completed, at which time he/she will impartially carry out the written instructions given by the principals in the transaction.



HOW IS RESALE ESCROW

OPENED?

AN ESCROW IS OPENED

by one of the real estate agents involved in the transaction. In some counties, it is traditional for the “listing” agent (the real estate agent who has the property listed for sale) to open the order. In other counties it is the agent representing the buyer who will open the order. Your real estate agent can give you guidance in this area.

THE PROCESS

Today, many buyers and sellers are very knowledgeable about the process and both may have a favorite Escrow Officer and title company they wish to use. However, any question about “which title company” is always worked out before arriving at that point in the process!

When an “order” (or “file”) is opened the agent will call the selected Escrow Officer.

An “escrow number” is used to identify this transaction throughout the escrow (and once the file is closed, on into the storage system used to safeguard these files). At this time the agent will provide all information about the property (address, current owner, prospective buyer, buyer’s lender, outstanding loan information, sales price, etc.). The agent may also send a set of instructions which outlines the details of the transaction, such as commission to be paid to the agent and expected closing date.

The next step is to verify all of the pertinent information with the buyer’s agent.. They will find out if a home warranty will be taken on the new home, when to expect the pest inspection to be complete, and other details which will affect the escrow. The Escrow Officer will also make sure that everyone involved in the transaction has his or her phone number, fax number, and email as well as the escrow number.



HOW IS RESALE ESCROW CLOSED?

THE PROCESS

When an escrow file is opened the Escrow Officer makes a list of all the items necessary to close the escrow. These may include:

- the buyer's deposit
- loan documents
- fire and other insurance policies
- home warranty
- pest inspection
- terms of the sale
- any seller-assisted financing
- title insurance policy
- request for payment for various services to be paid out of escrow funds.

Since most people have rent or lease payments month-to-month, escrow often closes at the end of the month so the buyer can move into their new home and avoid paying another month's rent on the previous residence.

The Escrow Officer cannot disburse any funds or information unless she/he is instructed to do so in writing. So when the necessary documents and money have been received into the file in accordance with provisions contained in your purchase contract and escrow instructions, the Escrow Officer will proceed with recording the necessary documents with the county recorder's office, at which time the title to the property is transferred and all funds are available to be disbursed.

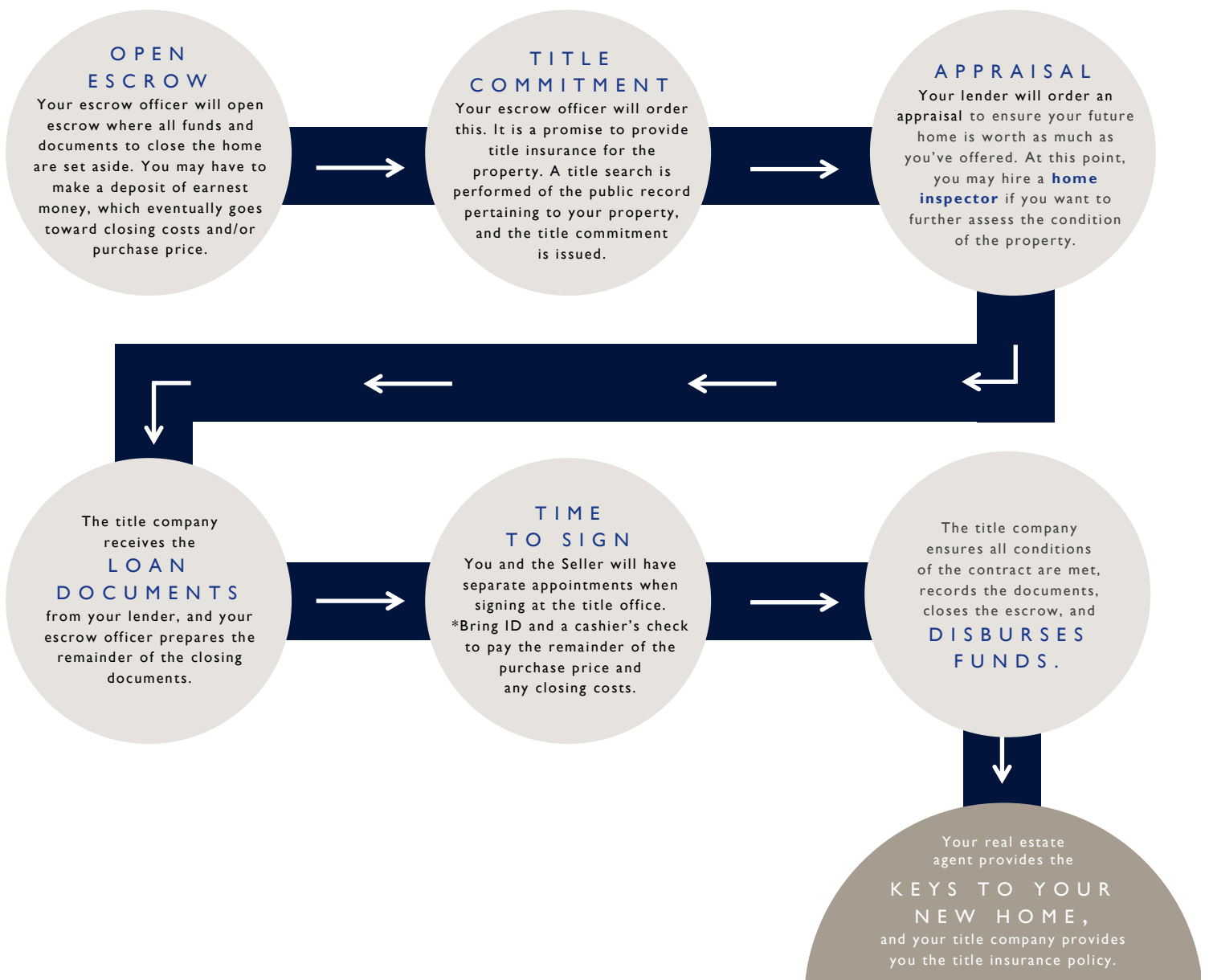


LIFE OF AN ESCROW

YOU'VE FOUND YOUR DREAM HOME

and your offer has been accepted. In Arizona, here's where your title company comes into play. An escrow officer is about to begin the process of bringing all parties together so their assets can change hands safely, securely, and as fast as possible.

In Arizona, a title company acts as a neutral coordinator for all parties in a real estate transaction and ensures all terms of the contract are met before letting funds and property change hands.





SELLER INFORMATION REQUEST

To expedite the handling of your escrow, please complete the following:

LIST ALL SELLER'S
NAMES AND
SOCIAL SECURITY
NUMBERS

NAME

SOC SEC#

NAME

SOC SEC#

If there are more sellers please
attach an additional sheet

I. Name of existing lender(s) for
payoff/assumption information:

LENDER NAME

ADDRESS

LOAN NO.

PHONE

2. If this sale is a Townhouse,
Condominium, Patio Home, or is in an area
with a Homeowner's Association please
provide the following:

ASSOCIATION

ADDRESS

PHONE

FAX

3. Seller's forwarding address
AFTER close of escrow:

YOUR NAME

ADDRESS

PHONE

WORK PHONE

EMAIL

At the close of escrow your existing real estate loans, line of credit, etc. will be paid off through escrow from your proceeds. In addition, any Homeowners Association or Irrigation Company will be required to provide a written statement of fees and requirements for the transfer to your new buyer. Providing this information to your Escrow Officer can assist in processing your escrow in a timely fashion

REVIEWING THE

COMMITMENT

FIRST ARIZONA TITLE AGENCY PROVIDES

A Title Commitment also referred to as a Title Report or Prelim. Upon receipt, review the document with attention to these areas .

SCHEDULE A

This reflects the information provided to the Title Department by your First Arizona Escrow Officer from the purchase contract, and a preliminary search of the public records and the seller. Information provided by the parties such as legal description, sales price, loan amount, lender, name and marital status of the buyer and seller is reflected. Be certain the information in Schedule A is correct as this will be reflected in all of your documents.

SCHEDULE B

"Exceptions" are items which run with the land to include CC&R's, easements, homeowner association rights, mineral rights as reserved in patents, leasehold interest and other items which will remain on record following the transfer of the property. These are

"except" the rights to use the property subject to the CC&R's easements for utilities of record and perhaps as described in the "Exceptions".

REQUIREMENTS

These are items that First Arizona Title needs to eliminate or "clear" from the title to provide a clear, unencumbered title to the buyer. Items which must be cleared include:

- payment of property taxes
- assessments owed of record
- any encumbrances (or liens) on the property

Often items show up because another individual has a name similar to one of the parties in the escrow. First Arizona Title may ask for an Identity Statement in order to determine those items which show up are not related to our parties and can be deleted.





CLOSING COSTS

CLOSING/ SETTLEMENT COSTS

are an accumulation of separate charges paid to different entities for the professional services associated with the buying of real estate.

This is a general guide showing who pays for what

SELLER COSTS:

- Owners Title Insurance Policy premium (insures marketable title for buyer)
- Real Estate Commission
- One-half of the escrow fee (charges for services/documents by escrow to transfer title)
- Any loan charges required by Buyer's lender specified in contract
- Payoff charges plus any fees, penalties and interest on loans made by the seller, including statement, reconveyance, fax and/or prepayment fees
- Repair work specified by purchase contract
- Encumbrances of record against the Seller
- Prorated property taxes and/or delinquent taxes to date of close
- Unpaid HOA dues or assessments of record
- HOA transfer fee
- HOA Disclosure Statement (required by statute)

Note:

Your First Arizona Escrow Officer will explain your Settlement Statement (pre-audit) following receipt of payoffs and the new lender's package with instructions for specific charges the lender requires the buyer to pay in escrow.

BUYER COSTS:

- Lender's Title Policy (insures new lender's lien position)
- One-half of the escrow fee
- All new lender charges (document preparation, appraisal, loan origination, credit report, points, underwriting fee, etc.)
- Recording fees for all buyer documents
- Prepaid interest on the new loan
- Hazard Insurance premium and impounds



TIPS FOR A SMOOTHER CLOSING

CLOSING DAY IS AN EXCITING DAY!

Here are some simple steps
that can help keep everything
smooth rolling on the big day.
Discuss these steps with your
Escrow Officer

- Tell your REALTOR and Escrow Officer if you will be unable to come to our office at closing.
- Read your Commitment for Title and notify your Escrow Officer of any discrepancies in the information.
- If funds will come from out of state, let your Escrow officer know at least two weeks before closing.
- Call your Escrow Officer the week prior to closing to see your closing appointment
- Tell your employer of your appointment.
- Ask your Escrow Officer about funds to bring to the closing and what form they should be in for your escrow.
- If you are unsure about the closing procedure, ask questions; an explanation is just a phone call away.
- Be prepared for last minute requirements by the buyer's lender
- Bring a photo ID with you to the signing and ask your Escrow Officer what is acceptable.



PREPARATION BEFORE YOUR MOVE

FOUR WEEKS BEFORE:

- Call moving companies for a free estimate.
- Discard or donate items you don't want to move.
- Inform schools of transfer. Make arrangements for enrollment/registration in new schools, if necessary.
- Most homeowners policies do not provide adequate coverage for moving. Check with your agent and consider purchasing additional coverage from a moving company.
- Begin collecting boxes with covers if you plan to pack your belongings without assistance from a moving company. You can purchase do-it-yourself packing materials through moving companies or contact local grocery stores for extra boxes. Be sure to stock up on packing tape!
- Consider beginning to consume perishable and frozen food items to minimize waste.

THREE WEEKS BEFORE:

- Start packing
- Notify the post office of your new address and send change of address cards to friends, family, subscriptions, and any billing companies.
- Make necessary travel arrangements including interim housing and car rental. Be sure to record confirmation numbers.
- Collect medical records and prescriptions from physicians. Ask for recommendations for doctors in your new area.
- Place legal, medical, and insurance records in a safe and accessible place.

TWO WEEKS BEFORE:

- Schedule disconnection of utilities/services in your current residence and coordinate installation of utilities/services in your new home.
- Close/transfer bank accounts and open accounts in your new city.
- Take pets to the vet for immunizations. Ask for advice on moving animals.
- Draw a map of your new home and where the furniture will be arranged.
- Return library books and any borrowed items.
- Be sure to cancel newspaper subscriptions and/or any special services you have (i.e. landscaping, pool, etc.)



PREPARATION BEFORE YOUR MOVE

ONE WEEK BEFORE:

- Prepare car for trip. Check the oil, tires, brakes, etc.
- Drain gas and oil from any power equipment.
- Drain water from hoses.
- Remember to pick up items sent to the cleaners or for repairs.

DAYS BEFORE:

- Defrost and clean out refrigerator.
- Pack your luggage and separate any items you will need in the first days in your new home. Label these boxes as “Load Last.”
- Reconfirm travel arrangements.
- Reserve ample parking space for the movers and provide clear paths inside the house.

MOVE DAY:

- Be on hand to answer any questions.
- Go over your inventory with the driver.
- Be sure to point out all FRAGILE items to the movers.
- Check, double check, and triple check to see if anything is left behind.
- Do not leave the house until the movers are gone.

OTHER THINGS TO CONSIDER:

COMPUTER

Make copies of all your files and software. If possible, pack your computer, monitor, and printer in their original boxes. If not, ask a moving company for boxes made especially for computers.

PACKING SUPPLIES

Packing tape, thick markers, packing pellets, scissors, labels, tissue paper, newspaper, and blankets.

INVENTORY

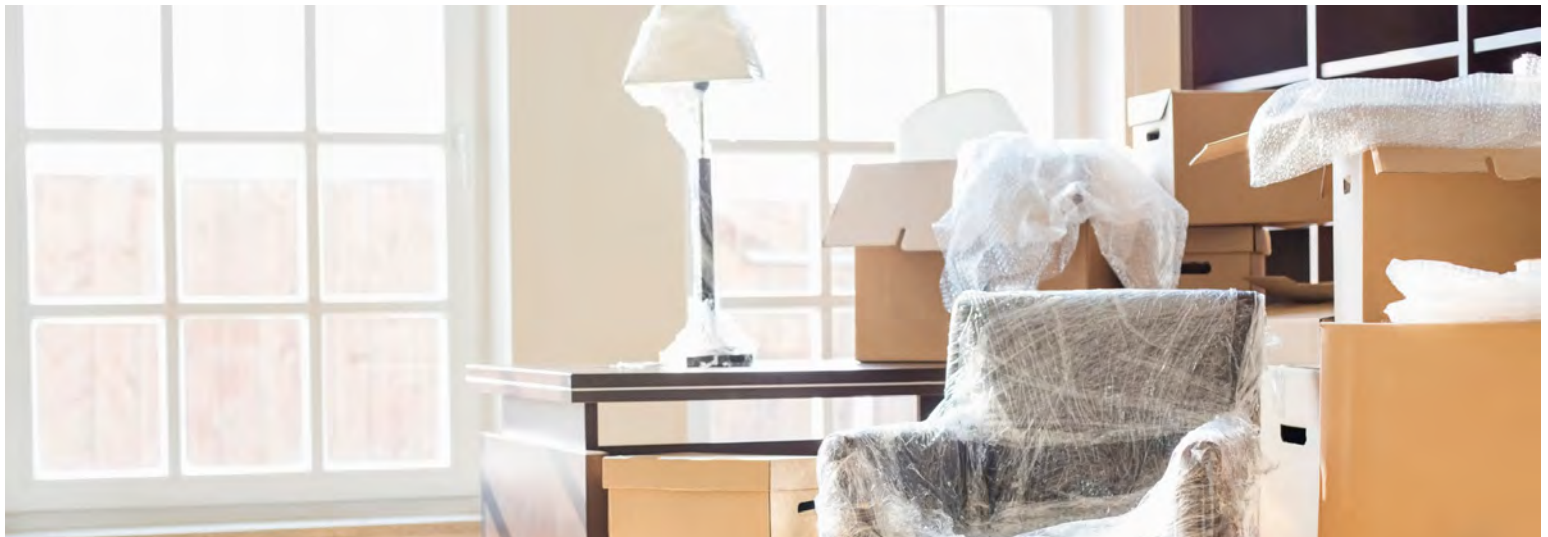
Review your inventory list.

PHOTOGRAPHS

Pack between sheets and blankets in boxes for added protection.

AT YOUR DESTINATION

Consider hooking up the TV and DVD player to occupy children until the movers have finished unloading the vehicle.





USEFUL NUMBERS

WEST VALLEY

UTILITY COMPANIES

Arizona Public Service (APS)	602.371.7171
Salt River Project (SRP)	602.236.8888
Southwest Gas	877.860.6020

TELEPHONE

Century Link	800.244.1111
Order Telephone Directories	800.422.8793
AT&T Long Distance	800.222.0300
MCI	800.950.5555
Sprint	800.877.4646
Cox Communications	623.594.1000

WATER

Avondale	623.333.4400
Buckeye	623.349.6100
El Mirage	623.933.1228
Glendale	623.930.2700
Goodyear	623.932.3015
Litchfield Park	623.935.9367
Peoria	623.773.7160
Phoenix	602.262.6251
Surprise	623.876.4020
Tolleson	623.936.7111
Wickenburg	928.684.2761
Youngtown	623.815.3100

TRANSPORTATION

Sky Harbor International Airport	602.273.3300
Phoenix Transit/Valley Metro	602.253.5000
Road Condition Updates	511

CABLE TELEVISION

Cox Communications	623.594.1000
Direct TV (New Service)	855.837.4388
Dish Network (New Service)	888.656.2461

PUBLICATIONS

The Arizona Republic	602.444.1000
West Valley View	623.535.8439
Arizona Business Gazette	602.271.7300
The Business Journal	602.230.8400

POST OFFICES

Post Offices (Valley Wide)	800.275.8777
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CHILD CARE RESOURCES

AZ Child Care Resource	800.308.9000
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CHAMBERS OF COMMERCE

Buckeye Valley Chamber	623.386.2727
Glendale Chamber	623.937.4754
Northwest Valley Chamber	623.583.0692
Peoria Chamber	623.979.3601
Southwest Valley Chamber	623.932.2260
Surprise Chamber	623.583.0692

CITY INFORMATION

Avondale City Hall	623.333.1000
Town of Buckeye	623.386.4691
El Mirage City Hall	623.972.8116
City of Glendale	623.930.2000
Goodyear City Hall	623.932.3910
Litchfield Park City Hall	623.935.5033
City of Peoria	623.773.7340
Phoenix City Hall	602.262.6659
Surprise City Hall	623.583.1000
Tolleson City Hall	623.936.7111
Wickenburg Town Hall	928.684.5451

EMERGENCY SERVICES

Fire / Police / Ambulance	911
Poison Control	602.253.3334
West Valley Hospital	623.882.1500
Banner Estrella Hospital	623.327.4000
Phoenix Children's Hospital	602.546.1000
Physician Referral Service	602.252.2844
Gas Leak	602.271.4277

AUTOMOBILE INFORMATION

Motor Vehicle Department	623.932.9466
Emissions Testing	602.470.4646
Auto License Plates	602.255.0072



USEFUL NUMBERS WEST VALLEY

GOVERNMENT OFFICES

Maricopa County Treasurer	602.506.8511
Maricopa County Assessor	602.506.3406
Maricopa County Recorder	602.506.3535
Avondale Zoning	623.333.1200
Buckeye Zoning	623.349.6211
El Mirage Zoning	623.933.8318
Glendale Zoning	623.930.2800
Goodyear Zoning	623.932.3005
Litchfield Park Zoning	623.935.5033
Peoria Zoning	623.773.7200
Phoenix Zoning	602.262.7131
Surprise Zoning	623.594.5752
Tolleson Zoning	623.936.7141
Wickenburg Zoning	928.684.5451
Youngtown Zoning	623.933.2073

LAW ENFORCEMENT (NON-EMERGENCY)

Avondale Police Department	623.333.7000
Buckeye Police Department	623.349.6400
El Mirage Police Department	623.933.1341
Glendale Police Department	623.930.3000
Goodyear Police Department	623.932.1220
Litchfield Park Police Department	602.876.1011
Peoria Police Department	623.733.8311
Phoenix Police Department	602.262.7626
Sun City Police Department	623.974.3665
Sun City West Police Department	623.584.3500
Surprise Police Department	623.583.1085
Tolleson Police Department	623.936.7186
Wickenburg Police Department	928.684.5411
Youngtown Police Department	623.974.3665
Maricopa County Sheriff's Dept.	602.876.1801
Animal Control / Licensing	602.506.7387
Surprise Zoning	623.594.5752
Tolleson Zoning	623.936.7141
Wickenburg Zoning	928.684.5451
Youngtown Zoning	623.933.2073



USEFUL NUMBERS

EAST VALLEY

UTILITY COMPANIES

Arizona Public Service (APS)	602.371.7171
Salt River Project (SRP)	602.236.8888
Southwest Gas	877.860.6020

TELEPHONE

Century Link	800.244.1111
Order Telephone Directories	800.422.8793
AT&T Long Distance	800.222.0300
MCI	800.950.5555
Sprint	800.877.4646
Cox Communications	623.594.1000

WATER

Arcadia	480.945.8363
Carefree	480.488.9100
Cave Creek	480.437.3581
Chandler	480.782.2280
Gilbert	480.503.6400
Mesa	480.644.2221
Paradise Valley	480.948.5410
Phoenix	602.262.6251
Scottsdale	480.312.2461
Tempe	480.350.8361

TRANSPORTATION

Sky Harbor International Airport	602.273.3300
Phoenix Transit/Valley Metro	602.253.5000
Road Condition Updates	511

CABLE TELEVISION

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Scottsdale Tribune	480.970.2330
Paradise Valley Independent	480.483.0977
Foothills Sentinel	480.488.3436
Arizona Business Gazette	602.271.7300
The Business Journal	602.230.8400

POST OFFICES

Post Offices (Valley Wide)	800.275.8777
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CHILD CARE RESOURCES

AZ Child Care Resource	800.308.9000
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CITY INFORMATION

Carefree Town Hall	480.488.3686
Cave Creek Town Hall	480.488.1400
Chandler	480.782.2220
Fountain Hills Town Hall	480.837.2003
Gilbert	480.503.6000
Paradise Valley Town Hall	480.948.7411
Phoenix City Hall	602.262.6659
City of Scottsdale	480.312.6500
Tempe	480.967.2001

AUTOMOBILE INFORMATION

Motor Vehicle Department	623.932.9466
Emissions Testing	602.470.4646
Auto License Plates	602.255.0072

GOVERNMENT OFFICES

Maricopa County Treasurer	602.506.8511
Maricopa County Assessor	602.506.3406
Maricopa County Recorder	602.506.3535
Phoenix Zoning	602.262.7131
Scottsdale Zoning	480.312.7800

EMERGENCY SERVICES

Fire / Police / Ambulance	911
Poison Control	602.253.3334
Phoenix Children's Hospital	602.546.1000
Scottsdale Mem. Hospital (Osborn)	480.282.4000
Scottsdale Mem. Hospital (North)	480.323.3000
Physician Referral Service	602.252.2844
Gas Leak	602.271.4277

LAW ENFORCEMENT (NON-EMERGENCY)

Phoenix Police Department	602.262.7626
Scottsdale Fire Department	480.312.8000
Scottsdale Police Department	480.312.5000
Maricopa County Sheriff's Dept.	602.876.1853
Rural / Metro Fire Prevention	480.945.6311
Animal Control / Licensing	602.506.7387



USEFUL NUMBERS

PINAL COUNTY

UTILITY COMPANIES

Arizona Public Service (APS)	602.371.7171
Salt River Project (SRP)	602.236.8888
Southwest Gas	877.860.6020

LAW ENFORCEMENT & GOVERNMENT OFFICES

Sheriff	800.420.8689
City of Maricopa Count Assessor	520.866.6361
Maricopa City Police Department	520.316.6800
City of Maricopa Clerk	520.316.6970
City of Maricopa MVD	520.568.9299

UTILITY COMPANIES

Electric District #3	520.424.9021
Southwest Gas	800.428.7324
Water	520.568.4452

COMMUNICATIONS SERVICES

Century Link	866.642.0444
Orbitel Communications	520.568.8890
Internet	800.475.7260

TRASH/SEWER

Waste Management	480.357.7280
Right Away Disposal	480.983.9101
Recycling	602.268.2222

POST OFFICE

Post Office	520.568.2641
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COMMON REAL ESTATE TERMS

ADDENDUM

Something added to a list or other material added to a document, letter, contractual agreement, escrow instructions, etc.

ADJUSTABLE RATE MORTGAGE (ARM)

Mortgage loans under which the interest rate is periodically adjusted to more closely coincide with current rates. The amounts and times of adjustment are agreed to at the inception of the loan. Also called: Adjustable Rate Loans, Adjustable Rate Mortgage (ARM's), Flexible Rate Loans, and Variable Rate Loans.

AGENCY

Any relationship in which one party (agent) acts for or represents another (principal) under the authority of the latter. Agency involving real property should be in writing, such as listings, trusts, powers of attorney, etc.

AMENDMENT

A change, either to correct an error or to alter part of an agreement without changing the principal idea or essence.

AMORTIZED LOAN

A loan repaid in periodic (most commonly monthly) payments of principal and interest.

APPRAISAL

An opinion of value based upon a factual analysis. Legally, an estimation of value by two disinterested persons of suitable qualifications.

APPRECIATION

An increase in value to real property due to positive changes or the elimination of negative elements in the surrounding area. Although not within the original meaning, the word has been incorrectly used so often that is now acceptable to describe an increase in value for any reason, including inflation.

ASSESSED VALUE

Value placed upon property for property tax purposes by the tax assessor.

BALLOON PAYMENT

The final payment (balance due) of a balloon note.

CC&R'S (Covenants, Conditions, and Restrictions)

A term used in some areas to describe the restrictive limitations which may be placed on a property. In other areas it's simply called restrictions.

CHAIN OF TITLE

The chronological order of conveyance of a parcel of land, from the original owner (usually the government) to the present owner.

CLOSING

(1) In real estate sales the final procedure in which documents are executed and/or recorded, and the sale (or loan) is completed. (2) A selling term meaning the point at which the client or customer is asked to agree to the sale or purchase

and sign the contract. (3) The final call in a metes and bounds legal description which "closes" the boundaries of the property.

CLOSING COSTS

Expenses incidental to a sale of real estate, such as loan fees, title fees, appraisal fees, etc.

CLOSING STATEMENT

The statement which lists the financial settlement between buyer and seller, and also the costs each must pay. A separate statement for buyer and seller is sometimes prepared.

CONDOMINIUM

A structure of two or more units, the interior space of which are individually owned. The balance of the property (both land and building) is owned in common by the owners of the individual units. The size of each unit is measured from the interior surfaces (exclusive of paint or other finishes) of exterior walls, floors, and ceiling. The balance of the property is called the common area.

CONVENTIONAL LOAN

A mortgage or deed of trust not obtained under a government insured program, such as F.H.A. or V.A.



COMMON REAL ESTATE TERMS

COUNTER OFFER

An offer (instead of acceptance) in response to an offer. For example: A offers to buy B's house for X dollars. B, in response, offers to sell to A at a higher price. B's offer to A is a counter offer.

DEED

Any one of many conveyance instruments given to pass fee title upon sale.

DEED OF TRUST

An instrument used in many states in place of a mortgage. Property is transferred to a trustee by the borrower (trustor), in favor of the lender (beneficiary), and reconvened upon payment in full.

DEPRECIATION

(1) Decrease in value to real property cause by deterioration or obsolescence. (2) A loss in value as an accounting procedure to use as a deduction for income tax purposes.

DEPOSIT

Money given by the buyer with an offer to purchase. Shows good faith. Also called earnest money.

DISCOUNT POINTS

The amount paid to increase the yield. Example: A borrower receives a loan with an interest rate of 7% but pays the lender three points in advance. The points raise the annual percentage rate of the loan. The lender may then sell the loan at less than face value and

still make a profit. Each point equals one percent of the face value of the loan.

EASEMENT

A right created by grant, reservation, agreement, prescription, or necessary implication, which one has in the land of another. It is either for the benefit of land (appurtenant), such as a right to cross A to get B, or "ingress," such a public utility easement.

ENCUMBRANCE, INCUMBENCY

A claim, lien, charge, or liability attached to and binding real property. Any right to, or interest in, land which may exist in one other than the owner, but which will not prevent the transfer in of fee title.

EQUITY

(1) The market value of real property, less the amount of the existing liens. (2) Any ownership investment (stocks, real estate, etc.) as opposed to investing as a lender (bonds, mortgages, etc).

ESCROW

Delivery of a deed by a granter to a third party for delivery to the grantee upon the happening of a contingent event. Modernly, in some states, all instruments necessary to the sale (including funds) are delivered to a third (neutral) party, with instructions as to their use.

ESCROW OFFICER

An escrow agent. In some states, one who has, through experience and education, gained a certain degree of expertise in escrow matters.

FAIR MARKET VALUE

Price that probably would be negotiated between a willing seller and a willing buyer in a reasonable time. Usually arrived at by comparable sales in the area.

HAZARD INSURANCE

Real estate insurance protecting against loss caused by fire, some natural causes, vandalism, etc., depending upon the terms of the policy.

F. H. A. (Federal Housing Administration)

A federal agency which insures first mortgages, enabling lenders to loan a very high percentage of the sale price.

IMPOUND ACCOUNT

Account held by a lender for payment of taxes, insurance, or other periodic debts against real property. The mortgagor or trustor pays a portion of, for example, the yearly taxes, with each monthly payment. The lender pays the tax bill from the accumulated funds.



COMMON REAL ESTATE TERMS

LEGAL DESCRIPTION

A method of geographically identifying a parcel of land, which is acceptable in a court of law.

LIEN

An encumbrance against property for money, either voluntary or involuntary. All liens are encumbrances but all encumbrances are not liens.

LOAN ORIGINATION FEE

A one time set up fee charged by the lender.

ORIGINATION FEE

A fee made by a lender for making a real estate loan. Usually a percentage of the amount loaned, such as 1%.

OWNERS POLICY

Title insurance for the owner of the property, rather than a lien holder.

PERSONAL PROPERTY

Any property which is not designated by law as real property.

PITI (Principal, Interest, Taxes and Insurance)

Used to indicate what is included in a monthly payment on real property. Principal, interest, taxes, and insurance are the four major portions of usual monthly payment.

POINT

(1) One percent of the amount of the loan. (2) A commission paid for arranging a loan.

POWER OF ATTORNEY

An authority by which one person (principal) enables another (attorney-in-fact) to act for him. (1) General Power - Authorizes sale, mortgaging, etc. of all property of the principal. Invalid in some jurisdictions. (2) Special Power - Specifies property, buyers, price, and terms. How specific it must be varies in each state.

PROMISSORY NOTE

A promise in writing, and executed by the maker, to pay a specified amount during a limited time, or on demand, or at sight, to a named person, or on order, or to bearer.

QUITCLAIM DEED

A deed intended to pass any title, interest, or claim which the grantor may have in the property, but not containing any warranty of a valid interest or title in the grantor.

RECORDATION

Filing instruments for public record (and notice) with a recorder, usually a county official.

SPECIAL ASSESSMENT

Lien assessed against real property by a public authority to pay costs of public improvements (sidewalks, sewers, street lights, etc.), which directly benefits the assessed property.

SURVEY

The measurement of the boundaries of a parcel of land, its area, and sometimes its topography.

PEST INSPECTION

An inspection required in certain types of sales of property, to determine if termites are present within a building.

TITLE INSURANCE

Insurance against loss resulting from defects of title to a specifically described parcel of real property. Defects may run to the fee (chain of title) or to encumbrances.

WARRANTY DEED

A deed used in many states to convey fee title to real property. Until the widespread use of title insurance, the warranties by the grantor were very important to the grantee. When title insurance is purchased, the warranties become less important as a practical means of recovery by the grantee for defective title.

Tax Notice To All Buyers And Foreign Sellers Of U.S. Real Property Interests

Internal Revenue Code Section 1445 requires that all buyers of an interest in real property located in the United States withhold and pay over to the Internal Revenue Service ("IRS") an amount equal to 10% of the sales price unless the buyer can adequately establish that the seller was not a foreign individual or entity.

Generally, the buyer must pay 10% of the purchase price due a foreign seller to the IRS within 20 days of the sale of the real property interest. The 10% amount is generally calculated on the gross sales price, i.e. the amount of: (i) the cash paid or to be paid; (ii) the fair market value of other property transferred; and (iii) the outstanding amount of any liability assumed or to which the property was subject immediately before and after the sale. Note that depending on the structure of the transaction, the tax withholding liability could exceed the net cash proceeds to be paid a foreign seller at closing. Nevertheless, the buyer is still required to withhold the full ten percent (10%) and remit it to the IRS within 20 days of the sale absent a "withholding certificate" or other relief. Buyers should consult their legal and tax advisors concerning these requirements.

Transactions involving the purchase of property for \$300,000.00 or less for use as the buyer's primary residence (occupied by the buyer more than fifty percent (50%) of the time for two (2) years after purchase) are exempt from the withholding requirements. The buyer also need not comply with the withholding requirement if the buyer obtains adequate proof that the seller is not a foreign individual or entity. A certification executed by the seller under penalty of perjury is considered sufficient proof to the buyer that the seller is not a foreign individual or entity (assuming that the buyer does not have actual knowledge that the certification is false).

Foreign sellers should be aware that certain exemptions may apply or that the 10% withholding requirements can be mitigated through receipt of a withholding certificate from the IRS before the 20-day period expires. Sellers should consult with their legal and tax advisors as early as possible to determine whether any steps can be taken to reduce or eliminate the withholding requirements.

BUYERS AND SELLERS: THIS DOCUMENT IS INTENDED ONLY TO INFORM YOU GENERALLY THAT THE INTERNAL REVENUE CODE REQUIRES TAX WITHHOLDING BY BUYERS WITH RESPECT TO FOREIGN SELLERS. DUE TO THE COMPLEXITY OF THE LAW AND IRS REGULATIONS, AND THE NATURE OF YOUR PARTICULAR REAL ESTATE TRANSACTION, YOU SHOULD CONSULT YOUR ATTORNEY, ACCOUNTANT OR THE IRS WITH ANY QUESTIONS YOU MAY HAVE. YOUR ESCROW AGENT IS NOT A TAX OR LEGAL ADVISOR. THIS DOCUMENT IS NOT INTENDED AND SHOULD NOT BE CONSTRUED AS TAX OR LEGAL ADVICE.

RESIDENTIAL SELLER DISCLOSURE ADVISORY

Document updated:
October 2017



WHEN IN DOUBT – DISCLOSE!



Arizona law requires the seller to disclose material (important) facts about the property, even if you are not asked by the buyer or a real estate agent. These disclosure obligations remain even if you and the buyer agree that no Seller's Property Disclosure Statement ("SPDS") will be provided.

The SPDS is designed to assist you, the seller, in making these legally required disclosures and to avoid inadvertent nondisclosures of material facts. To satisfy your disclosure obligations and protect yourself against alleged nondisclosure, you should complete the SPDS by answering all questions as truthfully and as thoroughly as possible. Attach copies of any available invoices, warranties, inspection reports, and leases, to insure that you are disclosing accurate information. Use the blank lines to explain your answers. If you do not have the personal knowledge to answer a question, it is important not to guess – use the blank lines to explain the situation.



If the buyer asks you about an aspect of the property, you have a duty to disclose the information, even if you do not consider the information material.* You also have a legal duty to disclose facts when disclosure is necessary to prevent a previous statement from being misleading or misrepresented: for example, if something changes.

If you do not make the legally required disclosures, you may be subject to civil liability. Under certain circumstances, nondisclosure of a fact is the same as saying that the fact does not exist. Therefore, nondisclosure may be given the same legal effect as fraud.

If you are using the Arizona Association of REALTORS® ("AAR") Residential Resale Real Estate Purchase Contract, the seller is required to deliver "a completed AAR Residential SPDS form to the Buyer within three (3) days after Contract acceptance." If the Seller does not provide the SPDS as the Contract requires, the Seller is potentially in breach of the Contract, thereby enabling the Buyer to cancel the transaction and receive the earnest money deposit.

* By law, sellers are not obligated to disclose that the property is or has been: (1) a site of a natural death, suicide, homicide, or any other crime classified as a felony; (2) owned or occupied by a person exposed to HIV, or diagnosed as having AIDS or any other disease not known to be transmitted through common occupancy of real estate; or (3) located in the vicinity of a sex offender. However, the law does not protect a seller who makes an intentional misrepresentation. For example, if you are asked whether there has been a death on the property and you know that there was such a death, you should not answer "no" or "I don't know." Instead you should either answer truthfully or respond that you are not legally required to answer the question.

R RESIDENTIAL SELLER'S PROPERTY DISCLOSURE STATEMENT (SPDS) *(To be completed by Seller)*

Document updated:
October 2017



The pre-printed portion of this form has been drafted by the Arizona Association of REALTORS®. Any change in the pre-printed language of this form must be made in a prominent manner. No representations are made as to the legal validity, adequacy and/or effects of any provision, including tax consequences thereof. If you desire legal, tax or other professional advice, please consult your attorney, tax advisor or professional consultant.



MESSAGE TO THE SELLER:

Sellers are obligated by law to disclose all known material (important) facts about the Property to the Buyer. The SPDS is designed to assist you in making these disclosures. If you know something important about the Property that is not addressed on the SPDS, add that information to the form. Prospective Buyers may rely on the information you provide.

INSTRUCTIONS: (1) Complete this form yourself. (2) Answer all questions truthfully and as fully as possible. (3) Attach all available supporting documentation. (4) Use explanation lines as necessary. (5) If you do not have the personal knowledge to answer a question, use the explanation lines to explain. *By signing on page 7, you acknowledge that the failure to disclose known material information about the Property may result in liability.*

MESSAGE TO THE BUYER:

Although Sellers are obligated to disclose all known material (important) facts about the Property, there are likely facts about the Property that the Sellers do not know. Therefore, it is important that you take an active role in obtaining information about the Property.

INSTRUCTIONS: (1) Review this form and any attachments carefully. (2) Verify all important information. (3) Ask about any incomplete or inadequate responses. (4) Inquire about any concerns not addressed on the SPDS. (5) Review all other applicable documents, such as CC&R's, association bylaws, surveys, rules, and the title report or commitment. (6) Obtain professional inspections of the Property. (7) Investigate the surrounding area.

THE FOLLOWING ARE REPRESENTATIONS OF THE SELLER(S) AND ARE NOT VERIFIED BY THE BROKER(S) OR AGENT(S).

PROPERTY AND OWNERSHIP

1. As used herein, "Property" shall mean the real property and all fixtures and improvements thereon and appurtenances incidental thereto.
2. plus fixtures and personal property described in the Contract.
3. **PROPERTY ADDRESS:** _____
(STREET ADDRESS) (CITY) (STATE) (ZIP)
4. Does the Property include any leased land? ☐ Yes ☐ No
5. Explain: _____
6. Is the Property located in an unincorporated area of the county? ☐ Yes ☐ No If yes, and five or fewer parcels of land other than subdivided land
7. are being transferred, the Seller must furnish the Buyer with a written Affidavit of Disclosure in the form required by law.
8. **LEGAL OWNER(S) OF PROPERTY:** _____ Date Purchased: _____
9. The Property is currently: ☐ Owner-occupied ☐ Leased ☐ Estate ☐ Foreclosure ☐ Vacant If vacant, how long? _____
10. If a rental property, how long? _____ Expiration date of current lease: _____ (Attach a copy of the lease if available.)
11. If any refundable deposits or prepaid rents are being held, by whom and how much? Explain: _____
12. _____
13. Is the legal owner(s) of the Property a foreign person pursuant to the Foreign Investment in Real Property Tax Act (FIRPTA)?
14. ☐ Yes ☐ No If yes, consult a tax advisor; mandatory withholding may apply.
15. Is the Property located in a community defined by the fair housing laws as housing for older persons? ☐ Yes ☐ No
16. Explain: _____
17. Approximate year built: _____. If Property was built prior to 1978, Seller must furnish the Buyer with a lead-based paint disclosure form.
18. **NOTICE TO BUYER:** If the Property is in a subdivision, a subdivision public report, which contains a variety of
19. information about the subdivision at the time the subdivision was approved, may be available by contacting the Arizona
20. Department of Real Estate or the homebuilder. The public report information may be outdated. www.azre.gov.

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Initials>

BUYER	BUYER

Residential Seller's Property Disclosure Statement (SPDS) >>

YES NO

21. ☐ ☐ Have you entered into any agreement to transfer your interest in the Property in any way, including rental renewals or options to purchase? Explain: _____
22. _____
23. ☐ ☐ Are you aware if there are any association(s) governing the Property?
24. If yes, provide contact(s) information: Name: _____ Phone #: _____
25. Name: _____ Phone #: _____
26. If yes, are there any fees? How much? \$ _____ How often? _____
27. How much? \$ _____ How often? _____
28. ☐ ☐ Are you aware of any association fees payable upon transfer of the Property? Explain: _____
29. _____
30. ☐ ☐ Are you aware of any proposed or existing association assessment(s)? Explain: _____
31. _____
32. ☐ ☐ Are you aware of any pending or anticipated disputes or litigation regarding the Property or the association(s)?
33. Explain: _____
34. ☐ ☐ Are you aware of any of the following recorded against the Property? (Check all that apply):
35. ☐ Judgment liens ☐ Tax liens ☐ Other non-consensual liens
36. Explain: _____
37. ☐ ☐ Are you aware of any assessments affecting the Property? (Check all that apply):
38. ☐ Paving ☐ Sewer ☐ Water ☐ Electric ☐ Other _____
39. Explain: _____
40. ☐ ☐ Are you aware of any title issues affecting the Property? (Check all that apply):
41. ☐ Recorded easements ☐ Use restrictions ☐ Lot line disputes ☐ Encroachments
42. ☐ Unrecorded easements ☐ Use permits ☐ Other _____
43. Explain: _____
44. ☐ ☐ Are you aware if the Property is located within the boundaries of a Community Facilities District (CFD)?
45. If yes, provide the name of the CFD: _____
46. _____
47. ☐ ☐ Are you aware of any public or private use paths or roadways on or across the Property?
48. Explain: _____
49. ☐ ☐ Are you aware of any problems with legal or physical access to the Property? Explain: _____
50. The road/street access to the Property is maintained by the ☐ County ☐ City ☐ Homeowners' Association ☐ Privately
51. ☐ ☐ If privately maintained, is there a recorded road maintenance agreement? Explain: _____
52. ☐ ☐ Are you aware of any violation(s) of any of the following? (Check all that apply):
53. ☐ Zoning ☐ Building Codes ☐ Utility Service ☐ Sanitary health regulations
54. ☐ Covenants, Conditions, Restrictions (CC&R's) ☐ Other _____ (Attach a copy of notice(s) of violation if available.)
55. Explain: _____
56. _____
57. ☐ ☐ Are you aware of any homeowner's insurance claims having been filed against the Property?
58. Explain: _____
59. **NOTICE TO BUYER: Your claims history, your credit report, the Property's claims history and other factors may**
60. **affect the insurability of the Property and at what cost. Under Arizona law, your insurance company may cancel**
61. **your homeowner's insurance within 60 days after the effective date. Contact your insurance company.**

BUILDING AND SAFETY INFORMATION

62. YES NO **ROOF / STRUCTURAL:**
63. **NOTICE TO BUYER: Contact a professional to verify the condition of the roof.**
64. ☐ ☐ Are you aware of any past or present roof leaks? Explain: _____
65. _____
66. ☐ ☐ Are you aware of any other past or present roof problems? Explain: _____
67. _____

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Initials>

BUYER	BUYER

Residential Seller's Property Disclosure Statement (SPDS) >>

	YES	NO	
68.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any roof repairs? Explain: _____
69.			
70.	<input type="checkbox"/>	<input type="checkbox"/>	Is there a roof warranty? (Attach a copy of warranty if available.)
71.	<input type="checkbox"/>	<input type="checkbox"/>	If yes, is the roof warranty transferable? Cost to transfer _____
72.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any interior wall/ceiling/door/window/floor problems? Explain: _____
73.			
74.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any cracks or settling involving the foundation, exterior walls or slab? Explain: _____
75.			
76.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any chimney or fireplace problems, if applicable? Explain: _____
77.			
78.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any damage to any structure on the Property by any of the following? (Check all that apply):
79.			<input type="checkbox"/> Flood <input type="checkbox"/> Fire <input type="checkbox"/> Wind <input type="checkbox"/> Expansive soil(s) <input type="checkbox"/> Water <input type="checkbox"/> Hail <input type="checkbox"/> Other _____
80.			Explain: _____
81.			WOOD INFESTATION:
82.			Are you aware of any of the following:
83.	<input type="checkbox"/>	<input type="checkbox"/>	Past presence of termites or other wood destroying organisms on the Property?
84.	<input type="checkbox"/>	<input type="checkbox"/>	Current presence of termites or other wood destroying organisms on the Property?
85.	<input type="checkbox"/>	<input type="checkbox"/>	Past or present damage to the Property by termites or other wood destroying organisms?
86.			Explain: _____
87.			
88.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of past or present treatment(s) of the Property for termites or other wood destroying organisms?
89.			If yes, date last treatment was performed: _____
90.			Name of treatment provider(s): _____
91.	<input type="checkbox"/>	<input type="checkbox"/>	Is there a treatment warranty? (Attach a copy of warranty if available.)
92.	<input type="checkbox"/>	<input type="checkbox"/>	If yes, is the treatment warranty transferrable?
93.			
94.			NOTICE TO BUYER: Contact Office of Pest Management for past termite reports or treatment history. www.sb.state.az.us
95.			HEATING & COOLING:
96.			Heating: Type(s) _____
97.			Approximate Age(s) _____
98.			Cooling: Type(s) _____
99.			Approximate Age(s) _____
100.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any past or present problems with the heating or cooling system(s)?
101.			Explain: _____
102.			PLUMBING:
103.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of the type of water pipes, such as galvanized, copper, PVC, CPVC or polybutylene?
104.			If yes, identify: _____
105.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any past or present plumbing problems? Explain: _____
106.			
107.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any water pressure problems? Explain: _____
108.			Type of water heater(s): <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Solar Approx. age(s): _____
109.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any past or present water heater problems? Explain: _____
110.			
111.	<input type="checkbox"/>	<input type="checkbox"/>	Is there a landscape watering system? If yes, type: <input type="checkbox"/> automatic timer <input type="checkbox"/> manual <input type="checkbox"/> both
112.	<input type="checkbox"/>	<input type="checkbox"/>	If yes, are you aware of any past or present problems with the landscape watering system?
113.			Explain: _____
114.	<input type="checkbox"/>	<input type="checkbox"/>	Are there any water treatment systems? (Check all that apply):
115.			<input type="checkbox"/> water filtration <input type="checkbox"/> reverse osmosis <input type="checkbox"/> water softener <input type="checkbox"/> Other _____
116.			Is water treatment system(s) <input type="checkbox"/> owned <input type="checkbox"/> leased (Attach a copy of lease if available.)
117.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any past or present problems with the water treatment system(s)?
118.			Explain: _____

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Initials>

BUYER	BUYER

Residential Seller's Property Disclosure Statement (SPDS) >>

	YES	NO	
119.			SWIMMING POOL/SPA/HOT TUB/SAUNA/WATER FEATURE:
120.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Property contain any of the following? (Check all that apply):
121.			<input type="checkbox"/> Swimming pool <input type="checkbox"/> Spa <input type="checkbox"/> Hot tub <input type="checkbox"/> Sauna <input type="checkbox"/> Water feature
122.	<input type="checkbox"/>	<input type="checkbox"/>	If yes, are either of the following heated? <input type="checkbox"/> Swimming pool <input type="checkbox"/> Spa If yes, type of heat: _____
123.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any past or present problems relating to the swimming pool, spa, hot tub, sauna or water feature?
124.			Explain: _____
125.			ELECTRICAL AND OTHER RELATED SYSTEMS:
126.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any past or present problems with the electrical system? Explain: _____
127.			_____
128.	<input type="checkbox"/>	<input type="checkbox"/>	Is there a security system? If yes, is it (Check all that apply):
129.			<input type="checkbox"/> Leased (Attach a copy of lease if available.) <input type="checkbox"/> Owned <input type="checkbox"/> Monitored <input type="checkbox"/> Other _____
130.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any past or present problems with the security system? Explain: _____
131.			_____
132.	<input type="checkbox"/>	<input type="checkbox"/>	Does the Property contain any of the following systems or detectors?(Check all that apply):
133.			<input type="checkbox"/> Smoke/fire detection <input type="checkbox"/> Fire suppression (sprinklers) <input type="checkbox"/> Carbon monoxide detector
134.			If yes, are you aware of any past or present problems with the above systems? Explain: _____
135.			_____
136.			MISCELLANEOUS:
137.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any animals/pets that have resided in the Property? If yes, what kind: _____
138.			_____
139.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of or have you observed any of the following on the Property? (Check all that apply):
140.			<input type="checkbox"/> Scorpions <input type="checkbox"/> Rabid animals <input type="checkbox"/> Bee swarms <input type="checkbox"/> Rodents <input type="checkbox"/> Reptiles <input type="checkbox"/> Bed Bugs <input type="checkbox"/> Other: _____
141.			Explain: _____
142.	<input type="checkbox"/>	<input type="checkbox"/>	Has the Property been serviced or treated for pests, reptiles, insects, birds or animals? If yes, how often: _____
143.			Name of service provider(s): _____ Date of last service: _____
144.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any work done on the Property, such as building, plumbing, electrical or other improvements or alterations or room conversions? (If no, skip to line 156.)
145.			Explain: _____
146.			_____
147.			_____
148.			_____
149.			_____
150.	<input type="checkbox"/>	<input type="checkbox"/>	Were permits for the work required? Explain: _____
151.	<input type="checkbox"/>	<input type="checkbox"/>	If yes, were permits for the work obtained? Explain: _____
152.	<input type="checkbox"/>	<input type="checkbox"/>	Was the work performed by a person licensed to perform the work? Explain: _____
153.	<input type="checkbox"/>	<input type="checkbox"/>	Was approval for the work required by any association governing the property? Explain: _____
154.			If yes, was approval granted by the association? Explain: _____
155.	<input type="checkbox"/>	<input type="checkbox"/>	Was the work completed? Explain: _____
156.	<input type="checkbox"/>	<input type="checkbox"/>	Are there any security bars or other obstructions to door or window openings? Explain: _____
157.	<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any past or present problems with any built-in appliances? Explain: _____
158.			_____
159.	<input type="checkbox"/>	<input type="checkbox"/>	Are there any leased propane tanks, equipment or other systems on the Property? (Attach a copy of lease if available.)
160.			Explain: _____
161.			_____

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Initials>

BUYER	BUYER

UTILITIES

162. DOES THE PROPERTY CURRENTLY RECEIVE THE FOLLOWING SERVICES?		PROVIDER
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Electricity:
<input type="checkbox"/>	<input type="checkbox"/>	Fuel: <input type="checkbox"/> Natural gas <input type="checkbox"/> Propane <input type="checkbox"/> Oil
<input type="checkbox"/>	<input type="checkbox"/>	Cable / Satellite:
<input type="checkbox"/>	<input type="checkbox"/>	Internet:
<input type="checkbox"/>	<input type="checkbox"/>	Telephone:
<input type="checkbox"/>	<input type="checkbox"/>	Garbage Collection:
<input type="checkbox"/>	<input type="checkbox"/>	Fire:
<input type="checkbox"/>	<input type="checkbox"/>	Irrigation:
<input type="checkbox"/>	<input type="checkbox"/>	Water Source:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Public <input type="checkbox"/> Private water co. <input type="checkbox"/> Hauled water
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Private well <input type="checkbox"/> Shared well If water source is a private or shared well, complete and attach
<input type="checkbox"/>	<input type="checkbox"/>	Domestic Water Well/Water Use Addendum.

NOTICE TO BUYER: If the Property is served by a well, private water company or a municipal water provider, the Arizona Department of Water Resources may not have made a water supply determination. For more information about water supply, or any of the above services, contact the provider.

<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any past or present drinking water problems? Explain:
<input type="checkbox"/>	<input type="checkbox"/>	U.S. Postal Service delivery is available at: <input type="checkbox"/> Property <input type="checkbox"/> Cluster Mailbox <input type="checkbox"/> Post Office <input type="checkbox"/> Other
<input type="checkbox"/>	<input type="checkbox"/>	Are there any alternate power systems serving the Property? (If no, skip to line 190.)
<input type="checkbox"/>	<input type="checkbox"/>	If yes, indicate type (Check all that apply):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Solar <input type="checkbox"/> Wind <input type="checkbox"/> Generator <input type="checkbox"/> Other
<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any past or present problems with the alternate power system(s)? Explain:
<input type="checkbox"/>	<input type="checkbox"/>	Are any alternate power systems serving the Property leased? Explain:
<input type="checkbox"/>	<input type="checkbox"/>	If yes, provide name and phone number of the leasing company (Attach copy of lease if available):

NOTICE TO BUYER: If the Property is served by a solar system, Buyer is advised to read all pertinent documents and review the cost, insurability, operation, and value of the system, among other items.

ENVIRONMENTAL INFORMATION

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any past or present issues or problems with any of the following on the Property? (Check all that apply):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Soil settlement/expansion <input type="checkbox"/> Drainage/grade <input type="checkbox"/> Erosion <input type="checkbox"/> Fissures <input type="checkbox"/> Dampness/moisture <input type="checkbox"/> Other
<input type="checkbox"/>	<input type="checkbox"/>	Explain:
<input type="checkbox"/>	<input type="checkbox"/>	Are you aware of any past or present issues or problems in close proximity to the Property related to any of the following? (Check all that apply):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Soil settlement/expansion <input type="checkbox"/> Drainage/grade <input type="checkbox"/> Erosion <input type="checkbox"/> Fissures <input type="checkbox"/> Other
<input type="checkbox"/>	<input type="checkbox"/>	Explain:

NOTICE TO BUYER: The Arizona Department of Real Estate provides earth fissure maps to any member of the public in printed or electronic format upon request and on its website at www.azre.gov.

<input type="checkbox"/>	<input type="checkbox"/>	Are you aware if the Property is subject to any present or proposed effects of any of the following? (Check all that apply):
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Airport noise <input type="checkbox"/> Traffic noise <input type="checkbox"/> Rail line noise <input type="checkbox"/> Neighborhood noise <input type="checkbox"/> Landfill <input type="checkbox"/> Toxic waste disposal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Odors <input type="checkbox"/> Nuisances <input type="checkbox"/> Sand/gravel operations <input type="checkbox"/> Other
<input type="checkbox"/>	<input type="checkbox"/>	Explain:
<input type="checkbox"/>	<input type="checkbox"/>	Are you aware if any portion of the Property has ever been used as a "Clandestine drug laboratory" (manufacture of, or storage of, chemicals or equipment used in manufacturing methamphetamine, ecstasy or LSD)?

Residential Seller's Property Disclosure Statement (SPDS) >>

YES NO

207. ☐ ☐ Are you aware if the Property is located in the vicinity of a public or private airport?

208. Explain: _____

NOTICE TO SELLER AND BUYER: Pursuant to Arizona law a Seller shall provide a written disclosure to the Buyer if the Property is located in territory in the vicinity of a military airport or ancillary military facility as delineated on a map prepared by the State Land Department. The Department of Real Estate also is obligated to record a document at the County Recorder's Office disclosing if the Property is under restricted air space and to maintain the State Land Department Military Airport Map on its website at www.azre.gov.

214. ☐ ☐ Is the Property located in the vicinity of a military airport or ancillary military facility?

215. Explain: _____

216. ☐ ☐ Are you aware of the presence of any of the following on the Property, past or present? (Check all that apply):

217. ☐ Asbestos ☐ Radon gas ☐ Lead-based paint ☐ Pesticides ☐ Underground storage tanks ☐ Fuel/chemical storage

218. Explain: _____

219. ☐ ☐ Are you aware if the Property is located within or subject to any of the following ordinances? (Check all that apply):

220. ☐ Superfund / WQARF / CERCLA ☐ Wetlands area ☐ Natural Area Open Spaces

221. ☐ ☐ Are you aware of any open mine shafts/tunnels or abandoned wells on the Property?

222. If yes, describe location: _____

223. ☐ ☐ Are you aware if any portion of the Property is in a flood plain/way? Explain: _____

224. _____

NOTICE TO BUYER: Your mortgage lender [may] [will] require you to purchase flood insurance in connection with your purchase of this property. The National Flood Insurance Program provides for the availability of flood insurance and establishes flood insurance policy premiums based on the risk of flooding in the area where properties are located. Recent changes to federal law (The Biggert-Waters Flood Insurance Reform Act of 2012 and the Homeowner Flood Insurance Affordability Act of 2014, in particular) will result in changes to flood insurance premiums that are likely to be higher, and in the future may be substantially higher, than premiums paid for flood insurance prior to or at the time of sale of the property. As a result, purchasers of property should not rely on the premiums paid for flood insurance on this property previously as an indication of the premiums that will apply after completion of the purchase. In considering purchase of this property you should consult with one or more carriers of flood insurance for a better understanding of flood insurance coverage, current and anticipated future flood insurance premiums, whether the prior owner's policy may be assumed by a subsequent purchaser of the property, and other matters related to the purchase of flood insurance for the property. You may also wish to contact the Federal Emergency Management Agency (FEMA) for more information about flood insurance as it relates to this property.

239. ☐ ☐ Are you aware of any portion of the Property ever having been flooded? Explain: _____

240. _____

241. ☐ ☐ Are you aware of any water damage or water leaks of any kind on the Property? Explain: _____

242. _____

243. ☐ ☐ Are you aware of any past or present mold growth on the Property? If yes, explain: _____

244. _____

SEWER/WASTEWATER TREATMENT

YES NO

245. ☐ ☐ Is the entire Property connected to a sewer?

246. ☐ ☐ If no, is a portion of the Property connected to a sewer? Explain: _____

247. _____

248. ☐ ☐ If the entire Property or a portion of the Property is connected to a sewer, has a professional verified the sewer connection?

249. If yes, how and when: _____

NOTICE TO BUYER: Contact a professional to conduct a sewer verification test.

251. Type of sewer: ☐ Public ☐ Private ☐ Planned and approved sewer system, but not connected

252. Name of Provider: _____

>>

Initials>

BUYER	BUYER

Residential Seller's Property Disclosure Statement (SPDS) >>

YES NO

253. ☐ ☐ Are you aware of any past or present problems with the sewer? Explain: _____
254. ☐ ☐ Is the Property served by an On-Site Wastewater Treatment Facility? (If no, skip to line 267.)
255. If yes, the Facility is: ☐ Conventional septic system ☐ Alternative system; type: _____
256. ☐ ☐ If the Facility is an alternative system, is it currently being serviced under a maintenance contract?
257. If yes, name of contractor: _____ Phone #: _____
258. Approximate year Facility installed: _____ (Attach copy of permit if available.)
259. ☐ ☐ Are you aware of any repairs or alterations made to this Facility since original installation?
260. Explain: _____
261. _____
262. Approximate date of last Facility inspection and/or pumping of septic tank: _____
263. ☐ ☐ Are you aware of any past or present problems with the Facility? Explain: _____
264. _____

NOTICE TO SELLER AND BUYER: The Arizona Department of Environmental Quality requires a Pre-Transfer Inspection of On-Site Wastewater Treatment Facilities on re-sale properties.

OTHER CONDITIONS AND FACTORS

267. What other material (important) information are you aware of concerning the Property that might affect the Buyer's decision-making process, the value of the Property, or its use? Explain: _____
268. _____
269. _____

ADDITIONAL EXPLANATIONS

270. _____
271. _____
272. _____
273. _____
274. _____
275. _____
276. _____
277. _____
278. _____
279. _____

280. **SELLER CERTIFICATION:** Seller certifies that the information contained herein is true and complete to the best of Seller's knowledge as of the date signed. Seller agrees that any changes in the information contained herein will be disclosed in writing by Seller to Buyer prior to Close of Escrow, including any information that may be revealed by subsequent inspections. Seller acknowledges receipt of Residential Seller Disclosure Advisory titled *When in Doubt — Disclose*.
281. _____
282. _____
283. _____

284. _____
^ SELLER'S SIGNATURE MO/DA/YR ^ SELLER'S SIGNATURE MO/DA/YR

285. **Reviewed and updated:** Initials: _____ / _____
SELLER SELLER MO/DA/YR

286. **BUYER'S ACKNOWLEDGMENT:** Buyer acknowledges that the information contained herein is based only on the Seller's actual knowledge and is not a warranty of any kind. Buyer acknowledges Buyer's obligation to investigate any material (important) facts in regard to the Property. Buyer is encouraged to obtain Property inspections by professional independent third parties and to consider obtaining a home warranty protection plan.
287. _____
288. _____
289. _____

290. **NOTICE:** Buyer acknowledges that by law, Sellers, Lessors and Brokers are not obligated to disclose that the Property is or has been: (1) the site of a natural death, suicide, homicide, or any other crime classified as a felony; (2) owned or occupied by a person exposed to HIV, diagnosed as having AIDS or any other disease not known to be transmitted through common occupancy of real estate; or (3) located in the vicinity of a sex offender.
291. _____
292. _____

293. **By signing below, Buyer acknowledges receipt only of this SPDS. If Buyer disapproves of any items provided herein, Buyer shall deliver to Seller written notice of the items disapproved as provided in the Contract.**
294. _____

295. _____
^ BUYER'S SIGNATURE MO/DA/YR ^ BUYER'S SIGNATURE MO/DA/YR



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