

## SELLERS INFORMATION WORKSHEET

Date \_\_\_\_\_

\*Property Address: \_\_\_\_\_ County: \_\_\_\_\_

Owners Name \_\_\_\_\_ Email \_\_\_\_\_

Owners Name \_\_\_\_\_ Source \_\_\_\_\_

\*Owner Home Phone \_\_\_\_\_ Neighborhood/Area: \_\_\_\_\_

\*Owner Cell Phone \_\_\_\_\_ Asking Price: \_\_\_\_\_

### Property Information

\*Reason for Sale \_\_\_\_\_

1. Is the property:    Owner Occupied    Tenant Occupied    Vacant    Other \_\_\_\_\_
2. If occupied, when will the property become vacant? \_\_\_\_\_
3. Is the house listed? Yes    No    If yes, with who? And when will it be off the Market? \_\_\_\_\_
4. Does the house need repairs?    Yes    No    If yes, what kind of repairs? \_\_\_\_\_
5. Do you have an HOA?    Yes    No    Company Name? \_\_\_\_\_ Phone: \_\_\_\_\_
6. When do you pay your HOA?    Yearly    Monthly    Quarterly
7. Is your HOA current:    Yes    No    If not, how much do you owe? \$ \_\_\_\_\_

**Bedrooms/Baths** \_\_\_\_\_ **Sq. Ft.** \_\_\_\_\_ **Lot Size:** \_\_\_\_\_ **Year Built:** \_\_\_\_\_

**Construction:**    Frame/Siding    Brick    Block    **Garage:**    0    1    2    3+    **Carpport:**    0    1    2

**Pool:**    Yes    No    In-ground    Above Ground    **Type:**    Single Family    Townhome Condo    Commercial

**Schools:**    (Elementary) \_\_\_\_\_ (Middle) \_\_\_\_\_ (High) \_\_\_\_\_

### MORTGAGE INFORMATION

\*1<sup>st</sup> \$ \_\_\_\_\_ Lender \_\_\_\_\_ ADJ/FIX \_\_\_\_\_ % Pmt \_\_\_\_\_ PITI: Yes/No

\*2<sup>nd</sup> \$ \_\_\_\_\_ Lender \_\_\_\_\_ ADJ/FIX \_\_\_\_\_ % Pmt \_\_\_\_\_ PITI: Yes/No

Are your payments Current?    Yes    No    \$ \_\_\_\_\_ in arrears    Date Mortgage Purchased: 1st \_\_\_\_\_ /2nd \_\_\_\_\_

If behind, is there a foreclosure case?    Yes    No

Has there been a foreclosure sale date set?    Yes    No    If yes, what is the sale date? \_\_\_\_\_

How much are your taxes \$ \_\_\_\_\_

Will you sell the house for what you owe on it?    Yes    No    **(If yes, skip next question).**

\*Do you own any other houses? \_\_\_\_\_

COMMENTS:

\_\_\_\_\_

Comps:    RealQuest \_\_\_\_\_    Zillow \_\_\_\_\_    MLS \_\_\_\_\_    BOA \_\_\_\_\_

\*Note\* Asterisks are important