

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:

Power of Attorney? Yes No

Owner's Title Policy? Yes No

Short Sale? Yes No

Existing Survey?

Yes No Legible? Yes No

Any Changes?

Yes No

If yes, please include details on a separate page

Property Tax Exemptions

Homestead

Over 65

Disability

Agricultural

Other _____

Mortgage Info

Recent Statement? Yes No

If no, need Lender's Name: _____

Phone Number: _____

Loan Number: _____

SS# (the title company will need) _____

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

Homeowners Association

HOA? Yes No

If yes, suggest calling HOA to get information on

Resale Cert and Transfer Fee Charge

Current? Yes No

How often Assessed?

Yearly Monthly Quarterly

Addresses

List of addresses you have lived in the past 10 years.

Request to open title signed? Yes No

Mail-Out? Yes No