

Pre-Listing Required Seller Information

Please send to us the following information (if applicable):

1. Current loan information – all loan balance(s), HELOC (even if zero balance), statements, & your SS#'s
2. Home Owner's Association contact info – name, address, telephone numbers, and contact person.
 - a. If you are in a HOA, do you have any HOA architectural review board violations?
 - b. HOA dues and payment frequency?
 - c. HOA amenities
 - d. Parking – number of spots and assigned number(s)
3. Age of major components and updates (mo/yr) – appliances, roof, windows, HW heater, HVAC, etc
4. List of updates, improvements, or special features
5. Old MLS listings and brochures
6. Floor plan, room dimensions, and lot survey
7. Copy of title insurance policy
8. Utilities - average monthly expense and company names
9. History of county permitting? Any changes not permitted?
10. Do you have polybutylene pipes or a FRT plywood roof?
11. Current termite company contract – if applicable
12. Schools – elementary, middle, & high school
13. Prepare an extra key for lockbox