

LISTING APPOINTMENT SELLER CHECKLIST

Seller's 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 on 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, or 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 not, 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

Do you have any judgments or Federal Tax Liens?

Yes No

Surface Leases/Oral Leases/Written Leases

Do any apply to your property:

Solar Leases

Wind Leases

Timber/Forestry Leases

Agricultural Leases

Grazing Leases

Recreational Leases

Other _____

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

MUD/PID MUD PID

Do you have documentation covering your MUD/PID?

Request to open title signed? Yes No

Mail-out? Yes No

Notary? Yes No