

Listing Appointment

CHECKLIST



How Many Sellers Are There? _____

Seller's Contact Information:

Name: _____

Address: _____

Phone: _____ Email: _____

How do you prefer to be contacted? _____

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: _____

Date of Divorce: ____ / ____ / ____

Has your spouse passed away? Yes No

Is there a Will? _____

If yes, was it probated? _____

Is The Seller an Individual or Entity?

Individual Entity

If entity, need copy of Trust Agreement or LLC/Corp. Documents.

Bankruptcy? Yes No

If yes, County/State: _____ When: ____ / ____ / ____

Are You Currently a 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. (ITIN)

Identification number, please write it in: _____

Closing Details:

Will any party be signing with a power of attorney? Yes No

Remote closing? Yes No

Are You Up-To-Date on Your Property Taxes? Yes No

Do You Have an Existing Survey? Yes No

Legible? Yes No

Notarized T-47 Signed T-47.1

Residential, Fixture, & Natural Resource Leases

Is this property currently being leased? Yes No

If yes, lease end date: ____ / ____ / ____

Please provide copy of lease agreement.

Fixture lease(s) on property? Yes No

If yes, which fixtures are leased?

Solar Panels Propane Tank

Water Softener Security System Other

Please provide copy of fixture lease agreement(s).

Do you have a natural resource lease on this property? Yes No

If yes, please provide copy of lease agreement.

Is the property located in a: MUD PUD WCID PID

**Don't forget the notice*

Mortgage Info:

Do you currently have a mortgage on this property? Yes No

Current Estimated Payoff: _____

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

Short Sale? Yes No

COVID-19 Mortgage Relief? Yes No

Homeowners Association: Yes No

If yes, what are all of the fees associated with the sale of this property?

Resale Package \$ _____ Transfer Fees \$ _____

Deposit for Reserves \$ _____ Other \$ _____

Management Company: _____

Phone number: _____

Are dues current? Yes No

How often assessed? Yearly Monthly Quarterly

