

SELLERS CONTACT INFORMATION

SELLER 1 _____

PHONE _____ EMAIL _____

PREFERRED CONTACT METHOD CALL TEXT EMAIL

SELLER 2 _____

PHONE _____ EMAIL _____

PREFERRED CONTACT METHOD CALL TEXT EMAIL

STREET ADDRESS _____

CITY _____ ST _____ ZIP _____

MARITAL HISTORY SINCE AQUISITION OF PROPERTY

MARRIED? YES NO DATE OF MARRIAGE ___ / ___ / ___

SPOUSE'S NAME _____

DID SPOUSE LIVE IN PROPERTY? YES NO

If yes, include on the contract.

DIVORCED? YES NO IN PROGRESS

If yes, County _____ State _____

Date of Divorce ___ / ___ / ___

OWNER'S DEATH? YES NO DATE OF DEATH ___ / ___ / ___

If yes, need a copy of the death certificate.

IS THERE A WILL? YES NO

IF YES, WAS IT PROBATED? YES NO

WAS THE DECEASED RECEIVING MEDICAID? YES NO

LEGAL HISTORY

HAS SELLER(S) EVER FILED FOR BANKRUPTCY? YES NO

If yes, County _____ State _____ Date ___ / ___ / ___

IS SELLER(S) PARTY TO ANY LAWSUIT? YES NO

If yes, please include details on separate page.

IS SELLER(S) A CITIZEN OF THE USA? YES NO

If no, do they have a green card? YES NO

If not a US Citizen, but has a U.S. Tax Identification Number, please write it in _____

IS THE PROPERTY'S TITLE HELD IN A TRUST, LLC, CORP, ETC.?

YES NO *If yes, need copy of Trust Agreement, LLC/Corp Docs*

PROPERTY INFORMATION

IS THERE AN EXISTING SURVEY?

YES NO

If yes, is it legible? YES NO

HAVE ALL SELLERS SIGNED &

NOTARIZED THE T-47? YES NO

IS THERE AN HOA? YES NO

If yes, list the fees associated with the sale.

Resale Package \$_____ Xfer Fees \$_____

Deposit for Reserves \$_____ Other \$_____

Mgmt Company _____

Phone Number _____

Are the dues current? YES NO

How often are they assessed?

MONTHLY QUARTERLY ANNUALLY

IS THERE A SUB-ASSOCIATION AND/OR A

SECOND HOA? YES NO

RESIDENTIAL, FIXTURE & NATURAL RESOURCE LEASES

RESIDENTIAL LEASE ON PROPERTY?

YES NO

If yes, lease end date? ___ / ___ / ___

Need a copy of lease agreement.

FIXTURE LEASE(S) ON PROPERTY?

YES NO

WHICH FIXTURES ARE LEASED?

SOLAR PANELS WATER SOFTENER

PROPANE TANK SECURITY SYSTEM

OTHER _____

Need copies of fixture lease agreements.

NATURAL RESOURCE(S) ON PROPERTY?

YES NO

Need a copy of lease agreement(s).

IS THE PROPERTY LOCATED IN A:

MUD PUD WCID PID

Include the notice.

LISTING INTAKE FORM

CURRENT SERVICE PROVIDERS

INTERNET SERVICE _____

COST PER MONTH: \$_____

ELECTRIC SERVICE _____

COST PER MONTH: \$_____

GAS SERVICE _____

COST PER MONTH: \$_____

WATER/WASTEWATER _____

COST PER MONTH: \$_____

TRASH/RECYCLING _____

COST PER MONTH: \$_____

SECURITY SYSTEM _____

COST PER MONTH: \$_____

WARRANTIES

ARE THERE ANY WARRANTIES ATTACHED TO THE HOME THAT NEED TO TRANSFER TO NEW HOMEOWNER?

YES NO

If yes, please check which ones below:

WARRANTIES NEEDING TO TRANSFER:

SOLAR PANELS

WINDOWS

PROPANE TANK

SECURITY SYSTEM

WATER HEATER

WATER SOFTENER

ELECTRIC BLINDS

OTHER

MORTGAGE INFORMATION

IS SELLER DELIQUENT ON PAYMENTS? YES NO *If yes, how far behind?* _____

Has assistance been requested due to delinquency? YES NO *Has it been repaid?* YES NO

SHORT SALE? YES NO

HAS SELLER RECEIVED COVID-19 MORTGAGE RELIEF? YES NO

CURRENT ESTIMATED PAYOFF \$_____

DETAILS FOR CLOSING

WILL ANY PARTY BE SIGNING WITH
A POWER OF ATTORNEY?

YES NO

DOES SELLER(S) WANT A REMOTE CLOSING?

YES NO

ADDITIONAL COMMENTS / NOTES:
