



Property Information Form

Date _____

Property Address _____ Cross Street _____

Owners on Title _____

Phone _____

FAX _____ Email _____

Referred by _____

Reasons for Selling _____

Special Needs/Issues _____

Timeframe for Selling/Moving _____ Moving to _____

Preferred COE Date _____ Seller Occupancy after COE _____

Seller Estimate of Value _____ Terms of Sale _____

Purchased When _____ Purchase Price _____ Current Loan Amt _____

Neighborhood _____

Type of Construction _____ Date of Construction _____

Architectural Style _____ Architect _____

Approx. Square Footage _____ According to _____

Approx. Lot Size _____ Lot Description _____

Seller Opinion: Best Features _____

Seller Opinion: Drawbacks _____

Views _____

Living Room _____

_____ Estimated Size _____

Dining Room _____

_____ Estimated Size _____

Family Room _____

Den/Office/Library _____

Kitchen _____

_____ Last remodeled _____

Kitchen Appliances included in Sale _____

Counters/Floors _____

Bedrooms _____ # Baths _____

Master BR _____

Bedroom 2 _____

Bedroom 3 _____

Other Bedrooms _____

Master Bath _____

Bath 2 _____

Bath 3 _____

Other Baths _____

Other Rooms _____

Parking _____

Basement _____ Attic _____

Storage _____

Au Pair/In-law Apartment _____

Flooring _____ Fireplace(s) _____

Skylights _____ TV Cable/Satellite _____

Yard/Garden _____

Estimated Size _____

Fences _____ Condition _____ Lot line Issues _____

Deck/Patio _____ Pool _____

Foundation Type _____ Condition _____

Bolted _____ Shear-walled _____ Signs of Moisture _____

Building Exterior _____ Condition _____

Roof Type _____ Age _____ Under Warranty _____

Roof Leaks _____ Repairs _____

Electrical Service _____ Issues _____

Plumbing _____ Issues _____

Laundry Appliances included in Sale _____

Heating System _____ Age _____

Hot Water System _____ Capacity _____ Age _____

Air-conditioning _____ Security System _____

Fire Safety Systems _____

Sidewalk, Slab and Driveway Issues _____

Remodeling & Repairs performed _____

Done with permit _____ Permit copies available _____ Invoices available _____

Quotes/Plans for Remodeling & Repairs contemplated or needed but *not* performed

Other Personal Property *included* in Sale _____

Fixtures *excluded* from Sale _____

Water-Intrusion Issues _____

Pest Control Issues _____

Condition of Exterior Paint _____ Interior Paint _____

Deferred Maintenance _____

Pet Issues _____

Title Issues/Easements/Encroachments _____

Possible Un-Permitted Conditions _____

Neighbor/Neighborhood Issues _____

Existing Inspection Reports (pest, contractor, structural engineer, soils, etc.) _____

Other documents (purchase file, plans, permits, appraisal, city notices, etc.) _____

Other Disclosure Items _____

Possible Staging/Cosmetics/Repairs prior to Marketing _____

Tenant Name _____ Phone _____

Showing Instructions _____

What are the most important attributes/services Seller is looking for from their real estate agent?

Additional Information for Condominiums

Name of Complex _____ Number of Units _____

Location of Unit _____

HOA Dues _____ Covering _____

Bldg Mgr _____ Contact Info _____

Mgmt Company _____ Mgmt Co. Rep. _____

Contact Info _____

HOA President _____ Phone _____

Common Area Amenities _____

Condo Complex Services _____

Common Area Maintenance _____

Recent or Upcoming Repairs/Upgrades _____

Special Assessments or Changes in Dues pending or under consideration _____

Current, pending or contemplated Litigation _____

Adjoining Unit Issues _____

Pet Policy _____

Other Special Rules or Restrictions _____

Documents Required: Current CC&Rs and all Addenda, Budget, Articles of Incorporation, Bylaws, Condo Financial Disclosure, House Rules, Parking & Storage information and rules, Minutes of the Homeowners' Meeting for the past 12 months, any other material correspondence or information