

# Listing Appointment Seller Checklist

## Sellers 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 in 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, 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 no, 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

## 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

## Addresses

☐ List of addresses you have lived in the past 10 years.  
\_\_\_\_\_  
\_\_\_\_\_

Request to open title signed? ☐ Yes ☐ No

Mail-Out? ☐ Yes ☐ No



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