

## CONDO/COOP LISTING QUESTIONNAIRE

Property Address: \_\_\_\_\_

1. Do you have a Condo Association?  Yes  No, if Co-op, do you have a Board of Directors?  Yes  No
  - a. Who is the contact person?
  - b. What is their phone number?
  - c. Address of Association:
2. Name of Management Company
  - a. Who is the contact person?
  - b. What is their phone number?
3. Is there an Association Fee?  Yes  No How much? \$  
Is this one time?  Yes  No or
4. Is there a Membership Fee?  Yes  No How much? \$  
Is this an Annual Fee?  Yes  No, if Yes, How much? \$
5. Are you aware of any future assessments?  Yes  No if so, what:
6. Is there a current assessment?  Yes  No  
How much? \$ /month How long?
7. Is there a move-in fee?  Yes  No  
How much? \$ Restricted Days?
8. Monthly Maintenance Fee? \$
9. Added parking fee?  Yes  No  
How much? \$ /month
10. Are pets allowed?  Yes  No Pet fee?  Yes  No How much? \$
11. # of months maintenance fees buyer must place in escrow:
12. Are any special prepaid insurance fee required?  Yes  No
13. Are there extra fees for pool, health club, etc.?  Yes  No Amount? \$
14. Do you need to purchase before you sell this unit?  Yes  No
15. Once we have negotiated an acceptable contract, when will you be able to close title?  
 30-60 days  60-90 days  91-120 days  more than 120 days
16. Can we help you with relocation assistance?  Yes  No
17. Mortgage pre-approval services?  Yes  No
18. Is there any pending litigation involving the association?  Yes  No
19. Are you current with your monthly maintenance?  Yes  No

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer

\_\_\_\_\_  
Date

