

SELLER HOMEWORK

UTILITIES	Electric	Gas / Propane	Water	Sewer	Other
Company Name					
Avg. Monthly Bill	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Age of Systems (years)	Furnace / Heat	Air Conditioning	Hot Water Heater	Windows	Roof
System Fueled By	Fireplace	Heating/Cooling	Hot Water Heater	# HVAC Zones	Attic? <input type="checkbox"/> Yes <input type="checkbox"/> No Storage? <input type="checkbox"/> Yes <input type="checkbox"/> No
HOA FEES					
<input type="checkbox"/> N/A <input type="checkbox"/> Mandatory <input type="checkbox"/> Voluntary Amount: \$ _____					
Amenities	<input type="checkbox"/> Swimming Pool <input type="checkbox"/> Playground <input type="checkbox"/> Trash Pickup <input type="checkbox"/> Tennis Court				
HOA Fee? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$ _____	<input type="checkbox"/> Clubhouse <input type="checkbox"/> Exercise Facility <input type="checkbox"/> Exterior Maintenance <input type="checkbox"/> Other Additional Amenities / Activities:				
HOA Contact Info:					
Neighborhood Website:					
Schools	Elementary:		Middle:	High:	
TV Service	Provider:				
Telephone	Provider:				
Internet	Provider:				
Trash Pickup	<input type="checkbox"/> Included in HOA? Pickup Day: _____ <input type="checkbox"/> City / County Pickup Provider: _____			Amount: \$ _____	
Yard Care	<input type="checkbox"/> Included in HOA? <input type="checkbox"/> <input type="checkbox"/> Contracted Out? Provider: _____			Amount: \$ _____	
Security Service	<input type="checkbox"/> Available / Not Active <input type="checkbox"/> System <input type="checkbox"/> Not Installed Provider: _____			Amount: \$ _____	

SELLER HOMEWORK

In order to more effectively market your home to potential buyers, please provide our team with as many of the following as possible! Ideally, we will have all of this information PRIOR to the home going live in the MLS, and can use it to our advantage from a marketing standpoint. At closing, unless otherwise agreed in writing, Seller shall provide keys and/or means to operate all locks, mailboxes, security systems, alarms and garage door openers. If Property is a condominium or located in a common interest subdivision, Buyer may be required to pay a deposit to the Homeowners' Association ("HOA") to obtain keys to accessible HOA facilities.

HOMEWORK:

- 2 keys to the home
- Copy of Current Assessments
- Subdivision Deed Restrictions
- Floor Plans (if applicable)
- Recent Mortgage Statement or HOA Documents or CCR's
- Mailing Address: _____

UTILITY COSTS (Sample Utility Bills)

Power Average Monthly Cost: \$
Sewer/Septic Average Monthly Cost: \$
Water Average Monthly Cost: \$
Trash Average Monthly Cost: \$
Cable / Internet Name of Provider: _____
Security _____
Name of Provider: _____

IMPROVEMENTS / APPLIANCES & SYSTEMS

Remodel Work? If possible, provide copies of Project/Receipts, and/or pages showing upgrades and value New Construction? Provide builder's plans or features list Brochures/Warranties for Appliances & Major Systems: Leave inside the home in an easily accessible location.

INCLUDED / EXCLUDED IN SALE

List any items you plan on leaving behind: _____
Other than private property, list items that you're planning to take with you (specific light fixtures, curtains, speakers, etc...)

SHOWING INSTRUCTIONS

List days/times the home is always available, how much advance notice you need for showings, instructions on who to call for showings and how to confirm appointments, instructions/info for pets: _____

Lockbox ok? Yes No
Open House Regulations? Yes No

KEYS

The following "KEY CHECKLIST" is meant to be a helpful tool to identify locks and keys to access the property and for an easy transfer from seller to buyer.

How will Keys & Information be transferred?

- Leave in Kitchen Drawer
- Will Give to Listing Agent
- Other _____

Collect & Transfer:

- Appliance Manuals
- Warranties
- Instructions

Mailbox	Number:	Location:	Key? <input type="checkbox"/> Yes <input type="checkbox"/> No
Parking Space	Number:	Location:	
Garage Doors	Code:	Remote Control? <input type="checkbox"/> Yes <input type="checkbox"/> No	Keypad Location:
Safe	Code:	Safe Location:	
Shed	Key:	Shed Location:	
Front Door	Code:	Keys:	
Fence / Gates	Code:	Remote Control? <input type="checkbox"/> Yes <input type="checkbox"/> No	
HOA KEYS	Pool Key? <input type="checkbox"/> Yes <input type="checkbox"/> No Tennis Court Key? <input type="checkbox"/> Yes <input type="checkbox"/> No Rec Room Key? <input type="checkbox"/> Yes <input type="checkbox"/> No Playground Key? <input type="checkbox"/> Yes <input type="checkbox"/> No		

HOA DOCUMENT FEE

On the first day of escrow, we will need a check sent to the HOA for the HOA Documents. It is typical for the seller to pay this fee.

Clients Initials _____

HOUSE ATTRIBUTES

The list below is an EXAMPLE of house attributes. Please make a list of items that you believe will help make your property sell, including dates of upgrades if possible.

SAMPLE LIST OF HOUSE ATTRIBUTES

- 1997: Purchased Date
- 1997: Updated house electric including house surge protector, GFIs, outdoor outlets, outlets, and house grounding. ReBuilt outdoor arbor cover.
- 1998: Bedroom window awning. Built a broken-tile outdoor patio. Installed kitchen fan/oven overhead light & vent. Security lights on house & garage. First install of ceiling insulation.
- 1999: New toilets and flooring in bathrooms
- 2000: Tented for Termites
- 2001: Refinished hardwood floors.
- 2002: Painted house. Insulated house floor boards. Changed out kitchen floor vinyl.
- 2003: Installed gas hot water tank in crawl space. Replaced driveway and backyard walkway with colored stamped concrete.
- 2004: Installed central heating and air conditioning (Fire and Ice). New stove/oven.
- 2005: Installed wall benches on the patio (Trex). New dishwasher.
- 2006: Rebuilt alley retaining wall, drainage and house water line from alley. Rebuilt Fireplace firebox.
- 2007: Remodeled master bathroom including tile shower, floor, vanity, and lighting.
- 2008: Rebuilt backyard fence and backyard landscaping including broken tile mosaic on walls. Repaired front of foundation of house.
- 2009: House painting and installed additional broken tile mosaic on foundation walls.
- 2010: New front door with colored glass mosaic.
- 2011: Installed new Anderson Window for house (except bathrooms & kitchen) and replacement back door.
- 2015: New roof for house & garage. Re-insulated attic space & front 2 bedroom walls. Refinished hardwood floors. Remodeled front bath. Landscaped front & back yard.
- 2016: New front yard fence. ETC...