

SELLER INTAKE SHEET

BROUGHT TO YOU BY:



Reference Property: _____

1. Full name(s) of seller(s) as listed on the current deed: _____

Have the seller(s) name changed since acquiring the property? Yes No

If yes, please provide current name(s): _____

Names on IDs:

*if the seller is a trust or company, confirm if the person you are dealing with is authorized on paper for listing agreement, contract, and closing

2. Marital status:

3. Is/are the seller(s) resident(s) of the United States? Yes No

4. Is this your primary residence? Yes No

5. Phone #(s) for seller(s):

Seller 1: Home: _____ Work: _____ Cell: _____

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6. Will you be attending the closing? Yes No

7. Is there an existing mortgage and/or equity line(s) of credit on the property? Yes No

8. Is the property part of an association: Yes No

If yes, please provide the following information:

Association contact info: _____ Phone No.: _____

Collect rules and regulations, condo documents, budgets and application packet and instructions.

9. Are there any tenants living on the Property? Yes No

Will the tenant remain after closing? Yes No

If yes, please provide a copy of Lease agreement along with the following information:

Name: _____

Phone: _____

Email: _____

10. Since you acquired an interest in the property, have any of the following occurred?

- Divorce/separation/recent marriage
- Death of a person with interest in the property
- Bankruptcy
- State of Federal Tax Lien filed
- Judgments files
- Improvements made to the property in the last 4 months by a contractor
- Any pending or unrecorded contracts, leases, mortgages, or easements created
- Open or expired permits
- Encroachments or boundary line disputes
- Code Enforcement violations/liens
- Foreclosure proceedings initiated
- Do you plan to use a Power of Attorney