

Collecting and preparing the following information is important for the various stages of listing, marketing and selling your home. Thank you, in advance, for your help with this important part of the home selling process. I have attached the envelope for you to use as a system to collect these items.

The following items or answers will be needed to complete the listing and or sale of your home	Answer here or check if gathered
Name of mortgage holders and account balances (Include any home equity loans)	
Are there any special payoff instructions or penalties on your mortgage?	
Are there any delinquencies or foreclosure issues we need to address?	
A copy of your title policy (this could possibly save you money!)	
Copy of your last tax bill	
Copy of any surveys on your property	
Copy of your condo / association bylaws, etc. (if applicable)	
Copy of any special deed restrictions	
Copies of last electric, water/sewer and heating bills	
A list of improvements made to your home and the ages & cost of various items (a form is in the attached envelope)	
The "Top Ten List" of what you love about your home (a form is in the attached envelope)	
Any special photos showing your home off during various seasons	
Two keys to the door that makes the <u>best</u> first impression	