



SELLER INFORMATION SHEET

Property Type ☐ Single-Family ☐ Condo ☐ Multi-Family
Property Use ☐ Primary Residence ☐ Second Home ☐ Investment
Property has an HOA ☐ Yes ☐ No HOA Approval is Required ☐ Yes ☐ No

SELLER 1

Last _____
First _____
Middle _____
Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widow(er)
Telephone _____
Mobile _____ Home _____
E-mail _____
Current Address _____
City _____ State _____ Zip _____
How long at current address? _____
Forwarding Address (if different) _____
City _____ State _____ Zip _____
Best time to contact: _____

Title Held As (Check One)

☐ Sole Ownership
☐ Joint Tenants with Right of Survivorship
☐ Tenants by the Entirety (Only for Legally Married Couples)
☐ Tenants in Common
☐ Trust
☐ Other _____

Seller is a/an:

☐ Individual ☐ LLC ☐ Corporation ☐ Partnership ☐ Trust
☐ Other _____

Legal Name (If an entity)

Authorized Signer _____ Title _____

E-mail _____

Additional Owners (if any) _____

SELLER 2

Last _____
First _____
Middle _____
Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widow(er)
Telephone _____
Mobile _____ Home _____
E-mail _____
Current Address _____
City _____ State _____ Zip _____
How long at current address? _____
Forwarding Address (if different) _____
City _____ State _____ Zip _____
Best time to contact: _____

Title Held As (Check One)

☐ Sole Ownership
☐ Joint Tenants with Right of Survivorship
☐ Tenants by the Entirety (Only for Legally Married Couples)
☐ Tenants in Common
☐ Trust
☐ Other _____

Seller is a/an:

☐ Individual ☐ LLC ☐ Corporation ☐ Partnership ☐ Trust
☐ Other _____

Legal Name (If an entity)

Authorized Signer _____ Title _____

E-mail _____

Additional Owners (if any) _____

PROPERTY INFORMATION

Property Address _____
City _____ State _____ Zip _____
County _____
Parcel / Tax ID _____
Year Built _____ Sq. Ft. _____
Bedrooms _____ Bathrooms _____
Garage _____ Lot Size _____

MORTGAGE INFORMATION

Lender Name _____
Loan Officer _____
Loan Account # _____
Phone Number _____
Loan Balance \$ _____
Payoff Good Through _____
E-mail _____

PROPERTY CONDITION

Is the property currently occupied? ☐ Yes ☐ No

If yes, by whom? _____

Are there any known defects or issues with the property? ☐ Yes ☐ No

If yes, please explain _____

Are you aware of any past or present water intrusion, mold, or structural issues? ☐ Yes ☐ No

If yes, please explain _____

UTILITIES & SERVICES

Electric Provider _____
Water Provider _____
Sewer Provider _____
Gas Provider _____
Trash Provider _____

LISTING PREFERENCES

Preferred Listing Price \$ _____
Preferred Closing Date _____
Possession Date _____
Will you need a leaseback? ☐ Yes ☐ No
If yes, how long? _____
Preferred Marketing Notes _____

HOA INFORMATION (IF APPLICABLE)

HOA Name _____
HOA Contact _____
Phone Number _____
Monthly Dues \$ _____
Any Special Assessments? ☐ Yes ☐ No
If yes, amount \$ _____

ADDITIONAL INFORMATION

Is there a Home Warranty to be transferred? ☐ Yes ☐ No

If yes, provider _____

Are there any HOA rules/fees that buyer should know? ☐ Yes ☐ No

Additional Comments _____

SELLER(S) SIGNATURE

Seller 1 Signature _____
Seller 2 Signature _____

DATE

Date _____
Date _____