



Seller Intake Sheet



Client Contact Information

Name(s) on Title

Title Vesting (If Trust, documents req'd)

Property Address

Mailing Address

Contact Info: Phones

Emails

Preferred Time for Contact: Days Mon Tues Wed Thur Fri Sat Sun
 Enter hours below each available day. e.g. 9a-5p

Property Status

Previously Listed? **yes** **no**

Previous Listing Broker/Agent

Copy of Cancelled Listing? **yes** **no**

Name(s) of Excluded Buyers

Type of Sale

Probate Authority

Attorney

Attorney Contact

Insurance Claims: what/when *All insurance claims must be disclosed on the Seller Property Questionnaire

Do you currently have insurance on the property? **yes** **no**

Insurance Agent

Monthly Premium: \$

Is there a business component to the property? **yes** **no**

Describe business

Home Information

Year Built Year Remodeled

Sq. Ft Lot Sq.Ft./Acre

no. of Beds no. of Baths

Living Rm **yes** Family Rm **yes** Breakfast Rm **yes**

Laundry Rm **yes** Laundry Closet **yes** Fireplace: Rms

Extra Rooms

Garage/#Cars Smart Home Tech

Skylights Energy Saving Features

Kitchen Appliances Range OR Cooktop with Oven

Appliance Fuel Type (indicate gas, electric, induction):

Wine Refrigerator **yes** Other Appliances

Items to be included/excluded from the sale

Improvements (Receipts, Invoices, Warranties)

Property Information

Describe or check all that apply:

Views				Slope			
Sprinklers	<input type="checkbox"/>	Outbuildings	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	Guest House	<input type="checkbox"/>
Tennis Court	<input type="checkbox"/>	Add. garage(s)	<input type="checkbox"/>	Pool	<input type="checkbox"/>	Spa	<input type="checkbox"/>
Workshop	<input type="checkbox"/>	Shed	<input type="checkbox"/>	Greenhouse	<input type="checkbox"/>	Veg. Garden	<input type="checkbox"/>
Dog Run	<input type="checkbox"/>	RV Parking	<input type="checkbox"/>	Trails	<input type="checkbox"/>		
Equestrian	<input type="checkbox"/>	Barn: # stalls		Stables	<input type="checkbox"/>	Riding Ring(s)	<input type="checkbox"/>

Additional information (add below)

Utilities / Accessories

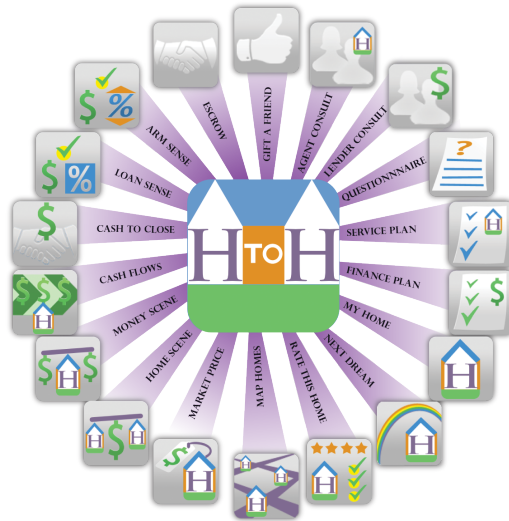
Electrical Provider				Avg. monthly \$	
Propane Provider				Avg. monthly \$	
Water Provider				Avg. monthly \$	
Sewer Provider				Avg. monthly \$	
Trash Provider				Avg. monthly \$	
Solar Provider				Avg. monthly \$	
Alarm Service				Avg. monthly \$	
Water Softener				Avg. monthly \$	
Propane	<input type="checkbox"/> owned	<input checked="" type="checkbox"/> leased	<input type="checkbox"/> not applicable		
Solar	<input type="checkbox"/> owned	<input checked="" type="checkbox"/> leased	<input type="checkbox"/> not applicable		
Alarm / Security	<input type="checkbox"/> owned	<input checked="" type="checkbox"/> leased	<input type="checkbox"/> not applicable		
Water Softener	<input type="checkbox"/> owned	<input checked="" type="checkbox"/> leased	<input type="checkbox"/> not applicable		

Agreements, Warranties for all amenities transferring with property

Describe (below):

HOA Name			HOA Phone	
HOA Fees			Paid (when)	

Included in HomeToHome's Tool Box



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