

Listing Worksheet/Seller

Broker name _____ Agent _____

Property address _____ Number of units _____

Legal description _____

Seller #1 _____

Social security # (or FEIN #) _____ Single Married

Is property the seller's homestead? Yes No Is there a marital property agreement? Yes No

Current address _____

City _____ State _____ Zip _____

Home phone _____ Work phone _____ Fax _____

Forwarding address _____

Seller #2 _____

Social security # (or FEIN #) _____ Single Married

Is property the seller's homestead? Yes No Is there a marital property agreement? Yes No

Current address _____

City _____ State _____ Zip _____

Home phone _____ Work phone _____ Fax _____

Forwarding address _____

Any other persons named as owner on title to the property _____

Seller's attorney _____

Phone _____

Address _____ City _____ State _____ Zip _____

Title Information

Seller's mortgage or Land contract at _____

Loan type (conv., FHA, VA, etc.) _____

Loan number _____ Approximate Balance _____

Seller's second mortgage at _____

Loan number _____ Approximate Balance _____

Abstract or Title policy at _____

Any other liens affecting title? Yes No Divorce action pending? Yes No

Any improvements or repairs by anyone other than seller in past 6 months Yes No

If yes, seller must get lien waivers from supplier and/or contractor.

Premises occupied by _____

Rentals _____

Security deposits _____

Lease copies available Yes No

Survey available Yes No

Foreclosure pending Yes No

Condo/homeowners association Yes No

Condo disclosure ordered Yes No

Contact person _____ Phone _____

Easements Yes No

Joint driveways Yes No

Lottery tax certificate filed Yes No

Please indicate below, to the best of owner's knowledge, whether the following items are in good working order. For any items not in good working order, please explain below in the comments section. All items listed below are not necessarily part of this sale, unless included in the sale in the offer to purchase. Mark items not on the property as N/A.

Listing Worksheet

Item	Working Order			Item	Working Order		
	yes	no	n/a		yes	no	n/a
Range	_____	_____	_____	Windows/Screens/Storms	_____	_____	_____
Oven	_____	_____	_____	Window Treatments	_____	_____	_____
Hood	_____	_____	_____	Water Heater	_____	_____	_____
Refrigerator	_____	_____	_____	Sump Pump	_____	_____	_____
Microwave Oven	_____	_____	_____	Drain Tiling	_____	_____	_____
Dishwasher	_____	_____	_____	Private Sewer System	_____	_____	_____
Freezer	_____	_____	_____	Antenna & Cables	_____	_____	_____
Washer	_____	_____	_____	Pool & Equipment	_____	_____	_____
Dryer	_____	_____	_____	Central Heating System	_____	_____	_____
Trash Compactor	_____	_____	_____	Central A/C	_____	_____	_____
Garbage Disposal	_____	_____	_____	Wall A/C Units	_____	_____	_____
Plumbing Systems	_____	_____	_____	Furnace Humidifier	_____	_____	_____
Toilet Mechanisms	_____	_____	_____	Elec. Air Purifier	_____	_____	_____
Private Well	_____	_____	_____	Supplemental Heater	_____	_____	_____
Intercom	_____	_____	_____	Solar Collectors	_____	_____	_____
Garage Door Opener	_____	_____	_____	Fireplace Equipment	_____	_____	_____
Ventilating Fans	_____	_____	_____	Fireplace & Inserts	_____	_____	_____
Security System	_____	_____	_____	Woodburning Stove	_____	_____	_____
Smoke Detectors	_____	_____	_____	Incinerator	_____	_____	_____
Central Vacuum	_____	_____	_____	Water Softener	_____	_____	_____
Door Bells	_____	_____	_____	Sprinkler System	_____	_____	_____
Doors	_____	_____	_____	Light Fixtures	_____	_____	_____
Locks	_____	_____	_____	Light Switches	_____	_____	_____
Faucets	_____	_____	_____	Electric Outlets	_____	_____	_____
Skylights	_____	_____	_____				

Miscellaneous notes _____

Agent's signature _____ Date _____

Seller's signature _____ Date _____

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