



Listing Information Checksheet

Check All Boxes to Make Sure Its Done

Name/s on Contract Title: Legal Owners, Correct Spelling

Name, Address email address and tel of the Owners or client

Title or Lawyers office to be used for Closing and Escrow deposit.

Name, Address, Tel and Fax #

HOPA , 55 Plus or not Yes _____ No _____

HOA and Property Mgr. name, email and tel numbers _____

Any upcoming Assessments to be voted on? _____

Currently the HOA amount monthly, any secondary amount

Any Capital Assessment Fee Yes _____ amount _____ No _____

Interview necessary for closing? In Person? _____ Zoom allowable _____

How quickly can they close ? _____

Signs allowed FOR SALE, size restrictions of sign Yes _____ No _____

Guard Gated?? Any codes or tel numbers for entrance and Permissions _____

Condo Docs, where are they? Have them given to you or left in house.

These need to be given to Buyer within 3 days of signing.

Copy of the Current Budget of the HOA or COA, only the owner can ask for this _____

Restrictions for New Owner: Pets policy _____

Leasing Policy _____

How many vehicles allowed, parking spaces and numbers: _____

What's included in HOA monthly, i.e. water, cable, amenities gym, club house, activities lawn care, Internet etc

What's Included in the SFH/Condo: List All:

What's Not Included: Personal Property, Anything Special (What are they taking with them)
All Fixtures must be replaced and stated.

What year is Roof?? _____

What year is the AC/Heater _____ replaced? New? Warranty?

Date of Water Heater? _____ replaced? New? Warranty?

Security: Alarms, Video Cameras, Ring, Touch Pads ? Codes _____

Special Comments, Anything extra to be shown on the MLS or told to future Buyers: