



Rusty Steele
 Prime Choice Realty
 815 East Parkway, Suite 1
 Gatlinburg, TN 37738
 Cell: 865-621-1301 Office: 865-436-3767



A Seller Checklist - Preparing To Sell Your Property

Seller: _____

Address: _____

Home Phone: _____ Cell: _____

Work Phone: _____ Fax: _____

Email: _____

Forwarding Address: _____

To make our time together more effective, please have the following items ready (if available) at the time of our appointment.

- Prior Title Policy
- Prior Year Tax Bill
- Survey
- Any Recent Appraisals
- Invoices For Any Repairs Or Improvements To The Property
- Lien Waivers For Any Work Done By Contractors In The Last Six Months
- Any Interior Or Exterior Photos Of The Property
- Declarations, Deed Restrictions, Covenants (If Applicable)
- Copies Of Any Utility Bills
- Information On Special Assessments (If Applicable)
- Names And Types Of Pets

Information On Trash Removal

Information On Pest Control

Home owners or condominium association information (if applicable)

- Amount of yearly fee(s) \$ _____
- Management Company _____
- Address _____
- Contact name _____
- Phone number _____

Mortgage(s) information

- Name of Mortgage Company _____
- Account Numbers _____
- Address _____
- Phone Number _____

Attorney

- Name _____
- Address _____
- Phone Number _____

A List Of Inclusions & Exclusions

Property Inclusions _____

Property Exclusions _____

Listed below are the common inquiries of agents and prospects when considering a property. These questions will probably be asked, so please provide it if available.

What is the approximate average monthly and yearly cost for utilities?

- | | | |
|-----------------------------------|----------|----------|
| <input type="checkbox"/> Electric | \$ _____ | \$ _____ |
| <input type="checkbox"/> Heat | \$ _____ | \$ _____ |
| <input type="checkbox"/> Water | \$ _____ | \$ _____ |
| <input type="checkbox"/> Sewer | \$ _____ | \$ _____ |
| <input type="checkbox"/> Other | \$ _____ | \$ _____ |

What is the source of water? _____

How many fireplaces? _____ **Type?** Wood burning Gas Propane

Date last cleaned? _____

Num. garage door openers? _____

What is the approximate age and type of the following: (Please answer all that apply)

	Age	Type
Roof	_____	_____
Water Heater	_____	_____
Heating System	_____	_____
Air Conditioner	_____	_____
Plumbing	_____	_____
Wiring	_____	_____
Pool	_____	_____
Sprinkler System	_____	_____
Well	_____	Shared? <input type="checkbox"/> Yes <input type="checkbox"/> No
Septic	_____	_____
Recent Remodeling	_____	_____
Other Improvements	_____	_____

Comments _____

If possible, please print, complete and review the property condition report prior to our appointment. I can answer any remaining questions regarding those documents when we get together.

Thank you!

Rusty Steele