

SELLING REAL PROPERTY

INSTRUCTIONS: The information you enter in this questionnaire is confidential and protected by Attorney-Client Privilege. The information will not be disclosed to anyone outside of this office, except in the course of rendering legal services on your behalf, or unless otherwise required by law. We recommend that you consult an accountant before selling to determine that tax consequences, if any, to you.

Date: _____

Name: _____

Social Security Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Mailing Address (*if different than above*): _____

City: _____ State: _____ Zip: _____

Home Telephone Number: _____

Cell Phone Number: _____

Work Telephone Number: _____

Email Address: _____

Preferred Method of Contact: Telephone _____ Cell Phone _____ Work _____ Email _____

Spouse's Name: _____

Social Security Number: _____

Spouse's Address (*if different than above*): _____

City: _____ State: _____ Zip: _____

Home Telephone Number: _____

Cell Phone Number: _____

Work Telephone Number: _____

Email Address: _____

Preferred Method of Contact: Telephone _____ Cell Phone _____ Work _____ Email _____

Address of Property Being Sold: _____

City: _____ State: _____ Zip: _____

Purchaser of the Property Being Sold: _____

City: _____ State: _____ Zip: _____

Sales Price of the Property Being Sold: _____

Personal Property Included in the Sale (*e.g. washer, dryer, refrigerator, lawn mower, etc.*): _____

Are you aware of any liens against the above personal property? Yes _____ No _____

If so, provide details: _____

How were you referred to us? _____

Is this your Primary Residence? Yes _____ No _____

Do you have a mortgage on the property? Yes _____ No _____

If so, who is the lender? _____

What is the approximate amount owed? _____

Do you have any other mortgages on the property? Yes _____ No _____

If so, who is the lender? _____

What is the approximate amount owed? _____

Additional Mortgages: _____

Do you have a Real Estate Broker? Yes _____ No _____

If so, what is his/her name, address and telephone number and his/her brokerage company? _____

What is the commission you agreed to pay your real estate broker? _____

What are the Real Property Taxes on the property being sold? _____

What are the School Taxes on the property being sold? _____

Are you aware of any judgments or other liens on the property? Yes _____ No _____

If so, by whom and approximately how much? _____

Have you and/or your spouse been known by other names within the past 10 years?

Yes _____ No _____

If so, what names? _____

Did you fill out and sign a Property Condition Disclosure Statement? Yes _____ No _____

What type of fuel services the property?

Oil _____ Natural Gas _____ Electric _____ Propane _____

Who is your fuel provider for the above services? _____

What is your water supply for the property? Well _____ Public Water _____

If Public, what is the name of the water provider? _____

Is the property serviced by a septic system or public sewer? _____

Do you have any tenants on the property? Yes _____ No _____

If so, what are the tenant(s) name(s)? _____

What is the rent? _____

What is the security deposit, if any? _____

Do you have a written lease? Yes _____ No _____

Is this a month-to-month tenancy arrangement? Yes _____ No _____

If not, when does the tenant(s)'s lease term expire? _____

Is the tenant in arrears for the payment of rent, security or other fees? Yes _____ No _____

If so, for what and for how much? _____

Do you have a survey of the property? Yes _____ No _____

Is the property on a public road? Yes _____ No _____

Is the property on a private road? Yes _____ No _____

If so, do you have a Road Maintenance Agreement? Yes _____ No _____ N/A _____

Are you aware of any underground fuel storage tanks on the property such as oil or propane?

Yes _____ No _____

Are you aware if the property is in a flood zone? Yes _____ No _____

Are you currently in arrears on your mortgage payments? Yes _____ No _____

Are you currently in foreclosure? Yes _____ No _____

Do you owe more on your mortgage than you are selling the property for? Yes _____ No _____

Are you aware of any building code violations or open building permits on the property?

Yes _____ No _____

If so, explain: _____

Do you have a smoke detector on the property? Yes _____ No _____

Do you have a carbon monoxide detector on the property? Yes _____ No _____

When you purchased this property, did you purchase title insurance? Yes _____ No _____

If so, please provide a copy of your title insurance.

Is this a single family residence? Yes _____ No _____

If not, what type of property is it? _____

Are there solar panels on or at the house? Yes _____ No _____

If so, is there a current solar lease or do you own the solar panels outright?

Lease _____ Own _____

If there is a lease, please send a copy of the lease.

If you own the solar panels, do you still owe money on and/or have a loan on the solar panels?

Loan _____ No Loan _____

If you still have an outstanding loan on the solar panels, will you be paying them off at closing or is the Purchaser taking over the loan?

Paying off _____ Purchaser assuming loan _____

Are there any other details or conditions about the sale of this property that you have not

discussed above? _____
