

# SELLER INTAKE SHEET

BROUGHT TO YOU BY:



Reference Property: \_\_\_\_\_

1. Full name(s) of seller(s) as listed on the current deed: \_\_\_\_\_

Have the seller(s) name changed since acquiring the property? ☐Yes ☐No

If yes, please provide current name(s): \_\_\_\_\_

Names on IDs:

\*if the seller is a trust or company, confirm if the person you are dealing with is authorized on paper for listing agreement, contract, and closing

2. Marital status:

3. Is/are the seller(s) resident(s) of the United States? ☐Yes ☐No

4. Is this your primary residence? ☐Yes ☐No

5. Phone #(s) for seller(s):

Seller 1: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Seller 1: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

6. Will you be attending the closing? ☐Yes ☐No

7. Is there an existing mortgage and/or equity line(s) of credit on the property? ☐Yes ☐No

8. Is the property part of an association: ☐Yes ☐No

If yes, please provide the following information:

Association contact info: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Collect rules and regulations, condo documents, budgets and application packet and instructions.

9. Are there any tenants living on the Property? ☐Yes ☐No

Will the tenant remain after closing? ☐Yes ☐No

If yes, please provide a copy of Lease agreement along with the following information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

10. Since you acquired an interest in the property, have any of the following occurred?

☐ Divorce/separation/recent marriage

☐ Death of a person with interest in the property

☐ Bankruptcy

☐ State or Federal Tax Lien filed

☐ Judgments files

☐ Improvements made to the property in the last 4 months by a contractor

☐ Any pending or unrecorded contracts, leases, mortgages, or easements created

☐ Open or expired permits

☐ Encroachments or boundary line disputes

☐ Code Enforcement violations/liens

☐ Foreclosure proceedings initiated

☐ Do you plan to use a Power of Attorney