

Information Checklist for Seller or Listing Agent

Property Address: _____

Seller(s) Name(s): _____

Property In The Name Of (if other than Seller): _____

New and/or Current Address: _____

Phone Number(s): _____

Email Address: _____

Current Mortgage Lender: _____

Loan Number: _____

Customer Service Number: _____

Last 4 digits of Social Security Number(s): _____

HOA Name (if applicable); Contact Person; Contact Phone and/or Email; Amount Assessed and How Often (Monthly, Quarterly, Annually): _____

Commission Amount: _____

Seller In Possession Info (if applicable): _____

Present at Closing (Yes or No): _____

Wood Infestation Report (CL-100) Order and Received: _____

Home Warranty Ordered and Received: _____

Short Sale (Yes or No): _____

Repair Invoices (List Vendors & Invoices): _____
