



LISTING CHECKOFF LIST

Date: _____ Property Address: _____

What Items would you like to convey with your home and what items do you NOT want to convey

Note: Items physically attached by screws generally stays with the home. Any questions, please let us know.

The Following Items Convey Per Seller

- Kitchen Refrigerator Yes No
- Washer & Dryer Yes No
- Wine Refrigerator Yes No
- Work Benches or Storage Shelves Yes No
- Garage Refrigerator Yes No
- Window Treatments – Location: _____
- Dog Electric Fence Box attached in the Garage. (Typically, Pet Collars DO NOT Convey)
- Detached Shed Yes No
- Ring Doorbell Yes No
- Audio & Visual Equipment Yes No
- Mounted TV's Yes No
- Mounted TV Brackets: (Generally these convey with the home)
- Trampoline or Playsets: Other _____
- Other Items You Would Like TO Convey: _____
- Other Items: You DO NOT WANT to Convey: _____

Do You have Any Maintenance Service or Lease Agreements we should share with a potential buyer?

- HVAC Leases or Service Agreements: _____
- Irrigation: _____
- Termite or Pest Service Agreement: _____
- Propane or Oil Supplier: _____
- Chimney Cleaning Service: _____
- Yard Service or Treatment: _____
- Generator Service: _____
- Any Driveway or Private Road Agreements: _____
- Propane Tank. Who Owns Tank? (If Applicable): _____
- Other Service Agreements & Contact Names: _____



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Age & Type of Systems

HVAC: Type: _____
of Systems: _____ Age of Systems: _____
Fueled by: Electric Natural Gas Oil Other: _____

ROOF: Type: _____ Age of Roof: _____

HOT WATER: Type: _____ Age of System: _____
Fueled by: Electric Natural Gas Oil Other: _____

FIREPLACE: # of Fireplaces: _____ Type: Wood Burning Gas: _____

PUBLIC WATER: Yes No

If Well Water, please note service provider: _____

Community Well: _____

PUBLIC SEWER: Yes No

Have you or a previous owner ever replaced your sewer line to the street? Yes No

SEPTIC: Conventional Alternative

If Septic, who maintains your septic: _____

Last pumped or serviced? _____

Do you have a permit that reflects the size of the septic can handle the # bedrooms? Yes No

CRAWL SPACE OR BASEMENT:

Do you have a vapor barrier, sump pump, water control system or a conditional crawl space? Yes No

Please Explain for the Benefit of Marketing: _____

Do you have any of the following to assist with the marketing?

- Lot Survey
- Home Measurements by Appraiser
- Existing Title Policy for Reissue Policy for Purchaser
- Original Home Plans
- Existing Home Warranties that Could Transfer – Roof, Systems, Etc.
- Plans for A Home Addition
- Other: _____



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Schools

Elementary: _____

Middle: _____

High School: _____

Neighborhood Association

Is this Voluntary or Mandatory?

Fee Amount: _____

Fee Period? _____

Fee Covers the Following: _____

Contact to Order HOA Residential Resale Packet: _____

Do you have any unpaid Community or County proffers on your home? _____

Tell Us why you bought your home (what you loved is probably what someone else will love) and a few things about the neighborhood/your home that others won't know just from looking at it.