REAL ESTATE · FREE TEMPLATE

# Home seller intake form

The owners, the property and what is owed on it, collected when you take the listing.

## About you

**The full legal name of every owner** **(required)**
As they appear on the deed.

**Email address** **(required)**

**Mobile number**

☐ **Photo ID**
A driver’s license or passport is fine.

## The property

**Property address** **(required)**

☐ **Your deed, if you have a copy**

☐ **Your most recent property tax bill**

☐ **Your homeowner’s insurance policy**

**Repairs, upgrades or known problems**
A new roof, a replaced water heater, a leak that was fixed. Anything a buyer would want to know.

## What is owed

**Is there a mortgage or home equity loan on the property?**
☐ Yes
☐ No

☐ **Your most recent mortgage statement**

Asked only if the answer to “Is there a mortgage or home equity loan on the property” is Yes.
One for each loan.

### Is the property in a homeowners’ association?

☐ Yes

☐ No

### The association’s name and contact details

Asked only if the answer to “Is the property in a homeowners’ association” is Yes.

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