

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.
