



SELLER INFORMATION CHECKLIST

POTENTIAL LIST OF ITEMS NEEDED FOR LISTING YOUR HOME:

- **PRIOR LENDER APPRAISAL OR SOURCED SQUARE FOOTAGE:** Typically, a lender when you purchased or refinanced the property required an appraisal on the property. Oftentimes, this will have a drawing or measurement of square footage that differs from that of the property tax records. An appraiser will measure the square footage, versus what is provided to the county tax authority when the home is constructed or modified with permits. If your home was a newly built or new home when purchased, a builder rendering or provided square footage may be used, as well. Anything showing square footage from the past, could be helpful in sourcing your square footage.
- **EXISTING SURVEY:** If you have a copy of your survey from when you purchased the property, or possibly refinanced, added any additions or permanent improvements to the property, etc, then you may be able to provide this existing survey, along with a T-47 Survey Affidavit, detailing any changes made to that survey. Your listing agent will provide the T-47 Survey Affidavit, but you will want to check your records for an existing survey (this does not apply to a condominium). Along with that existing survey, there may be another T-47 Survey Affidavit that was provided at that time. Please include that, as well.
- **LEGAL DOCUMENTS:** In the event your property is subject to a previous divorce, a death related to an owner of the property, or any other situation that has had some form of legal consequence, the title company may need copies of specific documents (for example: divorce decree, death certificate, power of attorney, etc). The listing agent may not specifically ask for these documents when taking the listing; however, there is a strong chance the title company will need these documents when clearing title to ensure the home may be free of any legal risks to ownership.
- **BUSINESS OR TRUST ENTITY OWNERSHIP DOCUMENTS:** If the property being sold is owned by a business entity or a trust, then the title company may require the ownership documents or trust documents. The listing agent will also need a copy of these documents in order to take the listing since it is the entity selling the property.
- **PREVIOUS INSPECTIONS OR VENDOR DOCUMENTS:** If you purchased the property within the last five years or have vendor specific documents relating to a said condition of the property from anytime in the past, you may need to provided these documents with the Sellers Disclosure Notice. The Sellers Disclosure Notice will have specific questions related to the exact time frame and type of documents or vendors' documents needed (for example, previous foundation repairs and any accompanying warranty information; plumbing reports; Wood Destroying Insect reports or repairs, etc).

