

In order to best market your property and to comply with legal requirements please have the following documentation for our next meeting.

Address: _____

Age of Home _____ Years Owned _____

- 2 Keys to the door that will be used for showings
- Deed for property. (A photocopy is acceptable)
- Survey (if available)
- Title Insurance Policy
- Real Estate Tax Information (current year if available)
- Death Certificate (if owner listed on the current deed is deceased)
- Short Certificate (if this property is part of an estate)
- Power of Attorney, Trust Agreement (if applicable, a photocopy is acceptable, but please have ready access to original if required)

Mortgage Company Information:

Company Name: _____

Account Number: _____

Customer Service Phone Number: _____

Home Equity Loan

Company Name: _____

Account Number: _____

Customer Service Phone Number: _____

Liens Against Property (Please explain if there are any liens additional against this property)

School Information

School District _____

Elementary School _____

Upper School: _____

Middle School _____

Intermediate: _____

Senior _____

All the information provided on this form is accurate and may be used to represent our property to a prospective buyer.

Seller Signature: _____ Date: _____