|  |  |
| --- | --- |
|  | **Property Reference Label:** Click here to enter text. |
|  | **Address:** Click here to enter text. |
| **Owner Info** | **Name of Owner:** Click here to enter text.  **Phone Numbers:** Click here to enter text.  **Email Address:** Click here to enter text.  **Family Situation: (spouse, children)** Click here to enter text.  **Additional Notes:** Click here to enter text. |
| **Property Features** | **Property Type: Single Family Apartment Condo  Duplex 4-Plex**  **Year Built:** Click here to enter text.  **Square Footage:** Click here to enter text.  **Lot size & shape:** Click here to enter text.  **Lot or Zoning Restrictions:** Click here to enter text.  **Garage or Carport: (size, descript.)**Click here to enter text.  **Bedrooms: (eg. 2up 2dwn, sizes)** Click here to enter text.  **Bathrooms: (eg. 3pce up, 2pce main)** Click here to enter text.  **Basement: (eg. Partial finished, part crawl space)** Click here to enter text.  **Fireplaces: (wood, gas)** Click here to enter text.  **Decks: (size, material)** Click here to enter text.  **Additional Notes:** Click here to enter text. |
| **Major Components** | **Furnace Type: (Age & Condition)** Click here to enter text.  **Hot Water Tank: (Age & Condition)** Click here to enter text.  **Electrical Service: (amps, wire type)** Click here to enter text.  **Roof: (Material, Age & Condition)** Click here to enter text.  **Windows: (Type, Age, Condition, single or double)** Click here to enter text.  **Additional Notes:**Click here to enter text. |
| **Interior Condition & Appliances** | **Interior Last Updated:** Click here to enter text.  **Flooring Type:** Click here to enter text.  **Paint:** Click here to enter text.  **Lighting Fixtures:** Click here to enter text.  **Kitchen Cabinets:** Click here to enter text.  **Vanities:** Click here to enter text.  **Toilets, Tubs, Showers:** Click here to enter text.  **Appliances: Fridge  Stove  Dishwasher**  **Washer/Dryer  Air Conditioner Central Vac**  **Additional Notes:** Click here to enter text. |
| **Amenities** | **AMENITIES: (describe proximity to schools, shopping, parks, bus stops, pools, etc.)**  Click here to enter text. |
| **Tenant Info** | **Tenants in Place? : YES  NO Since:** Click here to enter text.  **Current Rent: $**Click here to enter text.  **Length of Lease:** Click here to enter text.  **Additional Notes:** Click here to enter text. |
| **Current Mortgage Details** | **Currently Listed? YES  NO**  **Details of Listing (agent, term)** Click here to enter text.  **Current Value:** Click here to enter text.  **Mortgage Balance:** Click here to enter text.  **Mortgage Payment:** Click here to enter text.  **Mortgage Details: (term, rate, amortization)** Click here to enter text.  **Banking Institution:** Click here to enter text.  **Purchased Date** Click here to enter text. **Purchased For $** Click here to enter text.  **Taxes $** Click here to enter text. **Insurance $** Click here to enter text.  **Strata Fees $** Click here to enter text.  **2nd Mortgages YES No Details:** Click here to enter text.  **Additional Notes:** Click here to enter text. |
| **Seller Insights** | **Would you be willing to leave the financing in place?**Click here to enter text.  **How much do you want for a down payment?** Click here to enter text.  **When do you need it? Now? Later?** Click here to enter text.  **How long are you willing to wait?** Click here to enter text.  **Additional Notes:** Click here to enter text. |