

SELLER INFORMATION SHEET

Listing Agent Name: _____ **Date:** _____

Prospects Name: _____ Spouse: _____

Property Address: _____

Cell: _____ Work: _____ Return Call Time: _____

E-mails: _____

Mailing address? _____

Are you the only person on title to the property? ☐ Yes ☐ No If no, who else is on title? _____

Why are you selling? _____ Where are you moving to? _____

When do you need to be there? _____ Do you need an agent there? ☐ Yes ☐ No

Are you ready to list your home immediately? ☐ Yes ☐ No If NO, when will you be ready? _____

IF NO, would you still sell if we found a buyer for your home? ☐ Yes ☐ No _____

How long have you owned your home? _____ How much did you pay for it? \$ _____

Would you describe your home for me? # Beds: _____ # Baths: _____ # Dining: _____

Age of Home: _____ Stories: _____ Pool: ☐ Yes ☐ No Type of garage? _____

Subdivision: _____

Square feet: _____ Lot size? _____ Builder: _____

Special features: _____

What sold you on your home? _____

Have you done any updating to the home since you bought it? ☐ Yes ☐ No If YES, What kind of updating? _____

On a scale of 1 to 10 (new to tear down) how would you rate your home? _____

What would it take to make it a 10? _____

Do you know how much homes like yours are selling for? _____

What would be an acceptable selling price for you? _____

What do you owe on the property? \$ _____ Have you sold a home before? ☐ Yes ☐ No

How did you hear about us? _____

What is important to you about a real estate team or agent that you hire?

1. _____ 2. _____ 3. _____

Have you or are you going to talk with any other agents? ☐ Yes ☐ No If yes, when? _____

Great; that should do it for me. Is there anything else I should know? _____

When would be a good time for us to meet: _____

GREAT! Let me take a moment to make sure I have all the information I need.

Notes: _____

Appt. Set (Date/Time): _____ **Is the Appointment completed?** ☐ Yes ☐ No

Lead Status (Time Frame): ☐ 30 Days or less ☐ 30-60 Days ☐ 60 days – 1 year ☐ 1 Year +

Lead Source: _____

Prospect is: ☐ Selling ☐ Buying ☐ Both **Buyers agent assigned:** _____

Referral Fee: ☐ Yes ☐ No If YES, to whom: _____ %: _____ **Phone:** _____

Referral Address: _____

Did you get the listing? ☐ Yes ☐ No ☐ Unknown

