

Homeowner Documents to Gather

Thank you for considering Michael T. Martino, Inc. & Associates for your real estate needs!

We are delighted to be working with you and look forward to helping you with the marketing and sale of your property. Our goal is to become your only *Real Estate Resource* and the first step is to start building a great working relationship as quickly as possible.

Before your home is officially on the market, there are several documents needed from you the seller to help us complete the marketing activities. Prompt attention to completing these requests is greatly appreciated, as the first few marketing weeks are **critical!!!** We hope this checklist will help to pull everything together:

- ___ **Warranty Deed**
- ___ **Home Owners Association Covenants & Restrictions, Neighborhood Amenities, HOA Dues, HOA Contact Name and Number**
- ___ **Property Survey** (if available)
- ___ **Recent Inspections: Termite Letter, Water, Radon**
Order a pre-listing termite inspection
- ___ **Seller's Disclosure Statement – Original**
Complete the questions and sign where indicated
- ___ **Gathering Neighborhood Nuggets – Home/Neighborhood Information**
Copies of neighborhood newsletter, Local Events, Info for home marketing, etc.
- ___ **Request for Loan information**
- ___ **Lead-based Paint Disclosure** if home was built prior to 1978
- ___ **Warranties:** Appliances, HVAC System, Roof, Gutters, etc.
- ___ **Home Pictures** From Other Seasons
- ___ **Information on Leased Devices – Security System, Satellite Dish**
- ___ **Listing of Home Improvements – Date and Estimated Value**
- ___ **Client Home Marketing Book letter detailing what you like best about your area/neighborhood why you are moving etc**

Please call us with any questions. When these items are assembled, either return to Michael, fax, scan or email them to:



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Independently Owned & Operated

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