



**KELLER
WILLIAMS**
REALTY®

Utility Information

Please fill in the following information:

PROPERTY ADDRESS: _____

Electric Provider: _____

Phone: _____

High: _____ **Low:** _____ **Average:** _____

Gas Provider: _____

Phone: _____

High: _____ **Low:** _____ **Average:** _____

Solid Waste Provider: _____

Phone: _____

High: _____ **Low:** _____ **Average:** _____

Water Provider: _____

Phone: _____

High: _____ **Low:** _____ **Average:** _____

Cable Provider: _____

Phone: _____

High: _____ **Low:** _____ **Average:** _____

Concierge Sheet

Name: _____

Spouse/Significant Other's Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers: YOU home: _____ SPOUSE/SO home: _____

work: _____

work: _____

mobile: _____

mobile: _____

fax: _____

fax: _____

E-mail:

You: _____

Spouse/SO: _____

SPECIAL DATES	Month	Day	Gender	Name
Your Birthday				
Spouse/SO Birthday				
Child/Pet #1 Birthday				
Child/Pet #2 Birthday				
Child/Pet #3 Birthday				
Child/Pet #4 Birthday				
Wedding Anniversary				

My spouse/Significant other/Friend would consider me (please circle one)

Straight-to-the-point Outgoing & Social Dependable & Dependable Cautious & Perfectly accurate

I would consider my spouse/significant other to be (please circle one)

Straight-to-the-point Outgoing & Social Dependable & Dependable Cautious & Perfectly accurate

FAVORITE THINGS	You	Spouse/Significant Other	Children
Restaurant for lunch			
Restaurant for dinner			
Sport/Hobby			
Favorite Beverage			
Charity, Cause, or Church			
Dessert			
Music groups (Rolling Stones)			
Actor/Actress			
Sport team			
Author or reading subject			

How would you like to be rewarded for your referrals*?

*State regulations forbid the payment of monetary referral fees.

Home and Community Features

To better market your home; please included some of the wonderful features, about your home and community that help you decided to buy your home.

Date home was purchased: _____

Features of your home and community you like:

- | | |
|----|-----|
| 1. | 7. |
| 2. | 8. |
| 3. | 9. |
| 4. | 10. |
| 5. | 11. |
| 6. | 12. |

Any renovations, updates, upgrades you have complete during home ownership and date:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Favorite places in area (restaurants, parks, entertainment, children activities, etc.)

- 1.
- 2.
- 3.
- 4.
- 5.

Home Owner Association Information

Home owner association name: _____

Address: _____

Contact person: _____

Phone number: _____ Fax: _____

E-mail: _____

Management Company: _____

Address: _____

Contact person: _____

Phone number: _____ Fax: _____

E-mail: _____

Association Fees: _____ Monthly/Yearly Mandatory/Volunteer

Any special assessments currently or coming up: _____

Cost: _____ Payment type: _____

Initiation Fee: _____ Estimate Fee: _____ Due date: _____

Any past monies due for: _____ Dues _____ Special assessment

IF YES: How Much \$ _____

Association dues Include: Please Circle all that apply

- Gas
- Water
- Electric
- Heating
- Sewer
- Concierge
- Gate Attendant
- Trash Pickup
- Road Maintenance
- Maintenance of Property
 - Grounds
 - Dwelling Exterior
 - Common Area Maintenance
- Pool
- Tennis
- Golf
- Clubhouse
- Playground
- Exercise Facility
- Equestrian Facility
- Marina/Boat Storage
- Cable
- Pest and Termite Control
- Fire Insurance on Property
- Common Area Insurance

ADDITIONAL FEES FOR SERVICES AND FACILITIES.

If any of the above-referenced services and amenities require the payment of an additional fee to receive the service or use the amenity, please specify the service and / or amenity below and the fee for using or receiving the same:

Mortgage and Closing Information

DO YOU HAVE ANY NEEDS OR CONCERNS SUCH AS:

	POWER OF ATTORNEY		DIVORCE -(During Period of Ownership)		MAIL AWAY
	DEATH PROBATE (DURING PERIOD OF OWNERSHIP)			OUT OF STATE SELLER	
PAY OFF INFORMATION: First Mortgage					
First Mortgage Company:					
Loan number:					
Customer Service Phone #:					
PAY OFF INFORMATION: Second Mortgage					
Second Mortgage Company:					
Loan number:					
Customer Service Phone #:					
PAY OFF INFORMATION: Home Equity Line of Credit					
HELOC:					
Loan number:					
Customer Service Phone#					

Tax Information

County tax office: _____

Address: _____

County tax amount: \$ _____ Due Date of taxes: _____

City tax office: _____

Address: _____

City tax amount: \$ _____ Due Date of taxes: _____

Do you have any Tax Issues _____ Liens _____ Back Taxes

If yes what kind and how much \$ _____

Insurance Information

Insurance company: _____

Address: _____

Contact person: _____

Phone number: _____ Fax: _____

How many insurance claims on your home since you have owned it? _____

Please explain insurance claims below

Please provide any documentation, receipts, or information regarding your insurance claim (s)

Seller Information

Seller 1:			
SSN:		Attending Closing:	Yes or No
Work #:		Mobile #:	
Home #:		Fax#:	
E-mail:			

Seller 2:			
SSN:		Attending Closing:	Yes or No
Work #:		Mobile #:	
Home #:		Fax#:	
E-mail:			

Forwarding Address:			
City:		State and Zip:	
Homeowner's Association:			
Contact:			
Phone:		E-mail:	

Will this sale:	
Personal: _____ Yes _____ No	
Corporate sale: _____ Yes _____ No	
Name and type of corporation	
State and Date of Incorporation	
Is your corporation current?	_____ Yes _____ NO
Do you have the corporate paper?	_____ Yes _____ No

Buyer Information Sheet/Home Search Criteria

GENERAL INFORMATION	
Name:	_____
Current Street Address:	_____
City/State/Zip:	_____
Home Phone: _____	Business Phone: _____
Email:	_____

NEEDS ANALYSIS	
Family Size:	Adults: _____ Children: _____
Need-to-Have features:	
Nice-to-Have features:	
Area Preferred: _____	
Price Range: From: _____ To: _____	
Prefer: _____ Home _____ Condominium _____ Town home _____ Duplex/Triplex _____ Other _____	
Approximate age of Home: _____	
Style: _____	
Bedrooms: _____ Bathrooms: _____ Garage: _____	
Important Features:	
_____ Den	_____ Porch
_____ Family Room	_____ Patio
_____ Formal Dining Room	_____ Workshop
_____ Combination Dining Room	_____ Drapes/Blinds
_____ Wooded Lot	_____ Carpet
_____ Air Conditioning	_____ Public Transportation
_____ Swimming Pool	_____ Utility Room
_____ Fireplace	_____ Breakfast Area
Other: _____	

SCHOOL REQUIREMENTS	
Elementary School:	_____
Middle School:	_____
High School:	_____

PRESENT HOME INFORMATION	
Approximate down payment available:	_____
Source of down payment:	_____

Preparing Your Home For Sale

With a little effort on your part, your home can be sold more quickly and at a better price. The following tips have proved invaluable to owners and are worth your special attention:

Preparation For Showing:

1. First impressions are lasting! The front door greets the prospect. Make sure it is fresh, clean, and paint the trim.
2. Keep lawn trimmed and edged, and the yard free of refuse. Reseed the lawn and fertilize if necessary, weed the gardens, and add mulch. Deep green grass makes a lasting impression. In winter, be sure snow and ice is removed from walks and steps.
3. Decorate for a quick sale. Faded walls and worn woodwork reduce appeal. Why try to tell the prospect how your home could look, when you can show him by redecorating? A quicker sale at a higher price will result. An investment in neutral new kitchen wallpaper will pay dividends.
4. Let the sun shine in. Open draperies and curtains and let the prospect see how cheerful your home can be. (Dark rooms do not appeal)
5. Do the windows and window screens work well and look good? Have the windows spotless.
6. Are the appliances operating properly and sparkling?
7. Fix the faucet! Dripping water discolors sinks and suggests faulty plumbing.
8. Repairs can make a big difference. Loose knobs, sticking doors and windows, warped cabinet drawers and other minor flaws detract from home value. Have them fixed.
9. From top to bottom. Display the full value of your attic, basement and other utility space by removing all unnecessary articles. Brighten dark, dull basements by painting walls and adding brighter light bulbs.
10. Safety first. Keep stairways clear. Avoid cluttered appearances and possible injuries.
11. Pack excess linens and clothing to make closets look bigger. Neat, well-ordered closets show the space is ample.
12. Bathrooms help sell homes. Check and repair grout in bathtubs and showers. Make this room sparkle. Don't let the Handy Man add gobs of caulking when grout is what you need.
13. Arrange bedrooms neatly. Remove excess furniture. Use attractive bedspreads and fresh looking window coverings.
14. Have I removed or mentioned to my realtor any attached items that are not included, such as special chandeliers, shelving or garden plants?
15. Am I familiar with similar homes on the market that I may be competing against?
16. Have I asked my realtor for a list of ways I can improve the "marketability" of my home without wasting time and money?

17. Can you see the light? Illumination is like a welcome sign. The potential buyer will feel a glowing evening when you turn on all your lights for an evening inspection.
18. Am I ready to disclose any structural defects such as roof, foundation or wiring problems?
19. Have I started looking for my new home? Do I know what I want in another home?
20. What do I need to do to prepare for my upcoming move?

Showing The House:

1. Whenever possible leave your house for showings, if not, follow the tips below.
 2. Three's a crowd. Avoid having too many people present during showings. The potential buyer will feel like an intruder and will hurry through the house.
 3. Music is mellow. But not when showing a house. Turn off the blaring radio or television. Let the your agent and buyer talk, free of disturbances.
 4. Pets underfoot? Keep them out of the way--preferably out of the house.
 5. Silence is golden. Be courteous but don't force conversation with the potential buyer. He wants to inspect your house--not to pay a social call.
 6. Be it ever so humble. Never apologize for the appearance of your home. After all, it has been lived in. Let the trained agent answer any objections. This is his/her job.
 7. Remain in the background. The agent knows the buyer's requirements and can better emphasize the features of your home when you don't tag along. You will be called if needed. Allow the buyers to take "psychological possession."
 8. Why put the cart before the horse? Trying to dispose of furniture and furnishings to the potential buyer before he has purchased the house often loses a sale.
 9. A word to the wise. Let your Realtor discuss price, terms, possession and other factors with the customer. They are eminently qualified to bring negotiations to a favorable conclusion.
 10. Use Keller Williams Realty. We ask that you show your home to prospective customers only by appointment through this office. Your cooperation will be appreciated and will help us close the sale more quickly.
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