

Seller's Checklist for Listing Appointment

- ___ 1 key for any area to be accessed during showings (i.e. front / back / garage, etc.)
- ___ Survey (if available)
- ___ Flood Elevation Certificate (if available)
- ___ Floor Plans or Blueprints (if available)
- ___ Fliers, Brochures, Builder information, etc. (if available)

___ Homeowners/Condominium Association Information (if applicable)

Monthly fee: \$ _____ Any additional fees: \$ _____

Fee includes: ___ Building Maintenance ___ Building Insurance ___ Roof
___ Lawn/Landscaping ___ Water/Sewer ___ Cable TV
___ Pest Control ___ Trash Removal ___ Reserves

Other: _____

Name of Association: _____

Contact Name: _____ Phone: _____

___ Insurance Information (Include declarations/cover page, if possible)

___ Homeowners' Insurance \$ _____ /year

___ Flood Insurance \$ _____ /year

___ Utility / Service Providers

Electric: _____ \$ _____ /average monthly cost

Water/Sewer: _____ \$ _____ /average monthly cost

Trash: _____ \$ _____ /average monthly cost

Gas/Propane: _____ \$ _____ /average monthly cost

Lawn Care: _____ \$ _____ /average monthly cost

Pool Care: _____ \$ _____ /average monthly cost

Pest Control: _____ \$ _____ /average _____ cost

Security Monitoring: _____ \$ _____ /average _____ cost

Other: _____ \$ _____ /average _____ cost

___ List of Improvements you made to the property (attach a list with dates/costs if possible)

___ What you like most about the property and/or neighborhood & why you bought it:

(Please have photo ID's available upon request – driver's license or passport)

THE
**SIMMS
TEAM**

ALVA INTERNATIONAL, INC.