

# Required Seller Information

Please send to us the following information (if applicable):

1. Current loan information – all loan balance(s), HELOC (even if zero balance), statements, Loan type (conventional, FHA, VA, etc).
2. Home Owner's Association contact info – name, address, telephone numbers, and contact person.
  - a. If you are in a HOA, do you have any HOA architectural review board violations?
  - b. HOA dues and payment frequency?
  - c. HOA amenities
  - d. Parking – number of spots and assigned number(s)
3. Age of major components and updates (mo/yr) – appliances, roof, windows, HW heater, HVAC, etc
4. List of updates, improvements, or special features
5. Old MLS listings and brochures
6. Floor plan, room dimensions, and lot survey
7. Copy of title insurance policy
8. Utilities - average monthly expense and company names
9. Do you have polybutalene pipes or a FRT plywood roof?
10. Current termite company contract – if applicable
11. Schools – elementary, middle, & high school
12. Prepare an extra key for lockbox