**SELLER’S INTAKE FORM**

Communication is key in any real estate transaction. The more I know about you, your ideas and your expectations, the better I will be able to help you out. Required fields will have a \*, the rest are all important but optional.

**ALL ABOUT YOU**

**-WHO OWNS THE PROPERTY? \***

First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-YOUR PARTNER’S NAME**

First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-YOUR EMAIL\***

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**-YOUR PARTNER’S EMAIL**

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**-YOUR CELL PHONE#\***

**-YOUR PARTNER’S PHONE#**

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**-WHERE DO YOU WORK?**

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**-HOW DID YOU HEAR ABOUT ME?**

Example: referred by your REALTOR®, repeat client, etc.

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**-YOUR BIRTHDAY dd/mm/yyyy** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-YOUR PARTNER’S BIRTHDAY dd/mm/yyyy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**-PROPERTY ADDRESS:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**-WHEN DID YOU PURCHASE THE PROPERTY?**

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**-WHAT WAS THE PRICE WHEN YOU BOUGHT IT?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-WHAT IS THE SIZE OF THE HOME AND PROPERTY?** (e.g. 1000 sq ft home on ¼ acre lot)

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**-HOW MANY BEDROOMS AND BATHROOMS?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-PARKING DETAILS** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-HOW SOON WOULD YOU LIKE TO LIST THE PROPERTY?**

**\_\_** As soon as possible \_\_ Less than a month

\_\_ Within 3 months \_\_ More than 3 months from now

\_\_ Unsure \_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-WHAT IS YOUR “MUST SELL BY” DATE?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-WHY ARE YOU SELLING THIS PROPERTY?**

Tell me your story

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**-WHAT RENOVATIONS HAVE YOU DONE SINCE YOU BOUGHT?**

e.g. new kitchen, bathroom, new flooring, furnace, roof, etc.

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**-WHAT ARE YOUR MEMORIES OF THE BUYING PROCESS?**

Was it fun, frightening, confusing, etc?

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**-WHAT DID YOU LIKE/DISLIKE ABOUT YOUR PREVIOUS REALTOR®?**

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**-WHAT DO YOU LIKE ABOUT YOUR PROPERTY?**

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**-WHAT DO YOU DISLIKE ABOUT YOUR PROPERTY?**

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**-IS THERE ANYTHING YOU COULD DO TO MAKE YOUR PROPERTY MORE ATTRACTIVE?**

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**-WOULD YOU CONSIDER DOING A PRE-SALE HOME INSPECTION?**

**\_\_ YES \_\_ NO \_\_ OTHER**

**-WOULD YOU CONSIDER HIRING AN APPRAISER?**

**\_\_ YES \_\_ NO \_\_ I HAVE HAD A RECENT APPRAISAL**

**-WOULD YOU CONSIDER RENTING OUT THE PROPERTY IF IT DOESN’T SELL?**

**\_\_ YES \_\_ NO \_\_ IT’S CURRENTLY RENTED OUT**

**-ARE THERE PETS IN THE PROPERTY?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**-DOES ANYONE SMOKE IN THE HOUSE?**

**\_\_ YES \_\_ NO**

**-WHAT DO YOU FEEL THE PROPERTY IS WORTH?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-AT WHAT PRICE ARE YOU UNABLE TO SELL?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-HAVE YOU EVER SOLD A PROPERTY BEFORE?**

**\_\_** Yes, once \_\_ Yes, more than once

\_\_ First time selling \_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**-WHAT ARE YOUR EXPECTATIONS OF ME AS YOUR REALTOR®?**

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**-IS THERE ANYTHING ELSE YOU’D LIKE ME TO KNOW ABOUT?**

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