

## Listing Appointment Intake Form

Date \_\_\_\_\_ Appointment Date \_\_\_\_\_ Appointment Time \_\_\_\_\_ Agent: \_\_\_\_\_ Office Home

Caller \_\_\_\_\_ 2<sup>nd</sup> Owner \_\_\_\_\_

Property Address \_\_\_\_\_ Subdivision \_\_\_\_\_

Best # \_\_\_\_\_ Email \_\_\_\_\_

Property Status: Occupied Vacant Rented (lease ends?): \_\_\_\_\_ Lease Amount: \_\_\_\_\_

Owners mailing address if vacant or rented \_\_\_\_\_  
\_\_\_\_\_

Did someone refer you to our team or, how did you hear about us? \_\_\_\_\_

What is your motivation for selling? \_\_\_\_\_

Relocation Co? \_\_\_\_\_ Who \_\_\_\_\_ Fee \_\_\_\_\_

When would you like to have your home listed for sale? \_\_\_\_\_

When would you like to close? \_\_\_\_\_

Will you need help finding a new home? NO YES \_\_\_\_\_

How long have you owned the home? \_\_\_\_\_ What did you pay for the home? \_\_\_\_\_

Have you made any major improvements such as finished attic or basement? \_\_\_\_\_  
\_\_\_\_\_

Is there anything about your home that you think a buyer will not like? \_\_\_\_\_

Do you have a mortgage on your home? Current balance (for net proceeds)? \_\_\_\_\_

Do you have a 2nd mortgage or equity line? Balance? \_\_\_\_\_

What's most important to you, a fast sale or top dollar? \_\_\_\_\_

What price do you hope the market will give you for your home? \_\_\_\_\_

Are you interviewing any other Realtors? \_\_\_\_\_

Have you already met with them or have an appointment set? \_\_\_\_\_

Is there anything else you wish to share with me about your home or selling needs? \_\_\_\_\_  
\_\_\_\_\_

Ready to list, bring or have ready:  Key  Mortgage Balance  Land Survey  Any Warranty info