

Listing Appointment Checklist



Marital History Since Acquisition of Property?

- Marriage Status of Seller:
 - Single
 - Married
 - Divorced
 - Widow/Widower
- If married, before or after the purchase of subject property?
 - Before
 - After
- If divorced since purchase of property..
 - Name of ex-spouse: _____
 - County/State: _____
- If widowed since purchase of property...
 - Name of deceased spouse: _____
 - Date of Death: ____/____/____
 - County of Death: _____
 - Did spouse leave a will? Y N
 - Was the will probated? Y N

How is Title Held?

- Does this property involve a trust, LLC, Corp., etc.?
 - No
 - Yes - If yes, need copy of Trust Agreement or LLC/ Corp. Documents.

Bankruptcy?

- No
- Yes - If yes, County/State: _____
- Date ____/____/_____

Party to any Lawsuit?

- No
- Yes - If yes, please provide details _____

Mortgage Info?

- 1st Lien Holder Contact Information and Loan Number
 - Name: _____
 - Phone Number: _____
 - Loan Number: _____
- 2nd Lien Holder Contact Information and Loan Number
 - Name: _____
 - Phone Number: _____
 - Loan Number: _____

- Are you current with your loan payments?
 - No
 - Yes - If yes, how far behind? _____
- Are there any unpaid judgements against you?
 - No
 - Yes - If yes, provide date of judgement, name of creditor and amount of each judgement:

- If there are mineral rights did you retain them?
 - No
 - Yes
- Do you owe past due property taxes or past due Federal or State taxes?
 - No
 - Yes

Existing Survey?

- No
- Yes - If yes, is it legible? Y N
- Any changes?
 - No
 - Yes - If yes, describe changes and sketch on another copy _____

Owners Title Policy?

- No
- Yes

Home Owners Association?

- No
- Yes- If yes, suggest calling HOA to get information on Resale Certificate and Transfer Fee Charge.
- Name of HOA: _____
- Phone Number: _____

Power of Attorney?

- No
- Yes

Request to Open Title Signed?

- No
- Yes