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Marketing Information Checklist

In order for us to market your property effectively we need to have as many of the following items as possible. Please provide us with this information as soon as you can.

Thanks in advance for your cooperation!

- Homeowners Association Information
- Neighborhood Covenants and Restrictions
- Seller Property Disclosure Statement (SPDS) filled out
- Current mortgage balance
- Second mortgage balance if there is a 2nd on the property
- Termite history and termite warranty if applicable
- Security system access codes (make real estate agent separate code if programmable)
- 2 keys to the property
- Pool maintenance information if applicable
- Copies of invoices and warranties for replaced and repaired items if applicable
- CLUE report - Comprehensive Loss Underwriting Exchange
- Past utility bill history (12 month history to show buyers utility costs)

NOTE: Don't worry if you don't have everything on the list at the time of the listing appointment. The more the better!