

The McKeon Group

Seller Questionnaire

PROPERTY ADDRESS

MAILING ADDRESS (if different)

PRIMARY SELLER NAME

Preferred EMAIL

Preferred PHONE

SECONDARY SELLER NAME

Preferred EMAIL

Preferred PHONE

CHILDREN/AGES

SCHOOLS ATTENDING

PETS

SECURITY SYSTEM Co & PHONE#

SECURITY CODES

GARAGE CODE

DATE OF OWNERSHIP

CURRENT MORTGAGE HOLDER

APPROXIMATE BALANCE(S) OWED**

1st Mortgage \$

2nd Mortgage

POINT OF SALE

- | | | | |
|--------------------------|---------|-----------|-----------------|
| ➤ Required in your City? | YES | NO | NOT SURE |
| ➤ Inspection has been: | ORDERED | COMPLETED | NOT ORDERED YET |
| ➤ Who will handle this? | SELLER | AGENT | OTHER |

Seller to complete repairs and order reinspection appointment with the city ASAP; Compliance letter issued by city to be sent to AGENT ASAP

****Page one is confidential and not shared with buyers fyi.**

UTILITIES

PROVIDER/PHONE #

AVG MONTHLY COST

GAS _____

ELECTRIC _____

WATER/SEWER _____

SECURITY SYSTEM _____

TRASH PICKUP PROVIDER + DAY OF PICKUP _____

OTHER SERVICES _____

MAJOR IMPROVEMENTS SINCE OWNERSHIP (include prior to ownership with dates)

-
-
-
-
-
-

FEATURES/BENEFITS OF HOUSE

-
-
-
-
-

STATS ON HOUSE (to best of your knowledge)

- Number of Bedrooms : 1 2 3 4 5 6 7+
- Number of Bathrooms: FULL _____ HALF _____
- Total Square Footage on 1st and 2nd floor _____
- # Square Feet Additional: 3rd floor _____ Basement? _____
- Is Basement (Partially) Finished? YES or NO
- COMMENTS:

MECHANICALS (APPROXIMATE AGES)

If appliance is NOT staying with the house, please indicate below; otherwise, it will be included in the sale of the home.

BOILER _____ FURNACE _____ A/C _____ ROOF _____ HOT H2O TANK _____

REFRIGERATOR _____ RANGE _____ WALL OVENS _____ DISHWASHER _____

MICROWAVE _____ WASHING MACHINE _____ DRYER _____

FREEZER _____ EXTRA REFRIGERATOR _____ WINDOWS _____

PLUMBING _____ ELECTRICAL _____ INSULATION _____

OTHER _____

ITEMS EXCLUDED FROM SALE: _____

WELL WATER YES NO LAST TREATED? PROVIDER? _____

SEPTIC SYSTEM YES NO LAST CLEANED? PROVIDER? _____

HOMEOWNER'S ASSOCIATION INFO (if applicable)

Name of Mgmt Co

Contact

Phone

Monthly Dues

Includes

Signs Allowed?

NOTE: CONDO DECS/BYLAWS OR HOA RULES AND REGULATION BOOKLETS MUST BE PROVIDED TO BUYER; FIND YOUR COPY OR REQUEST A SET FROM MGMT CO.

SCHOOL DISTRICT

Elementary _____

Middle _____

High School _____

Other Options _____

SHOWING APPOINTMENTS

All appointments are scheduled through **CSS/Centralized Showing Service** (www.showings.com or 440/686-0100).

Showing appointments are typically a one-hour window, and agent/client can arrive at any point during the hour.

PREFERENCES:

Confirming Showing Appointments: (choose one)

- 1) **APPOINTMENT REQUIRED:** Seller must confirm all requests via text, email or phone call back to CSS
- 2) **COURTESY CALL: ALL Appointment requests are approved,** Seller is texted/emailed/called with notification of time/day. Seller will only call CSS to DECLINE or RESCHEDULE THE APPOINTMENT REQUEST.
- 3) **GO:** Immediate approval to all requests; NO CALLS MADE to Seller; email notification only.

Notification of Appointment (Choose as many as you want)

- 1) **BY EMAIL**
- 2) **BY TEXT**
- 3) **CALL TO YOUR CELL**

COMMUNICATIONS *(circle preferences below)*

PREFERRED MODE OF HEARING FROM EILEEN?

Phone

Email

Mail

HOW OFTEN WOULD YOU LIKE TO HEAR FROM EILEEN?

Weekly

BiWeekly

Monthly

MARKET UPDATE EMAILS *(new on market, under contract, & sold homes in your area)*

Biweekly

Monthly

Don't Send

TOP 3 CONCERNS ABOUT SELLING MY HOME:

- 1)
- 2)
- 3)

Comments:

