

YOUR LISTING APPOINTMENT

By completing this checklist ahead of time, the Behr & Behr Team can better serve you and your family. If there is anything not mentioned in this list that is related to the sale of your property (e.g. power of attorney, third-party interest, death certificates), please have that information available for our meeting.

- First & second loan information: payoff amount, loan number, principal, interest, taxes, insurance, interest rate, and term.
- Most recent appraisal.
- Builder plans, layout, and/or Improvement Location Certificate (ILC).
- Homeowners Association name, payment amount, name of managing company, phone number, Web site, and list of what dues include.
- List of upgrades, hidden features, and unique qualities to market your house.
- Building permits for basement finish, hot water heater, furnace, or similar.
- Special assessment notices.
- Leased systems such as propane tanks, security systems, etc. Name of company, amount of lease, and phone.
- Well and/or septic permit numbers and related information.
- Satellite dish information. Extra set of keys for lockbox.

